

LET'S

31 DAY  
**BUSINESS  
SIMPLICITY CHALLENGE**

Each step takes no more than 15 minutes  
to complete & helps get your business  
organized & refreshed

TAG ME AS YOU GO ABOUT YOUR JOURNEY ON  
INSTAGRAM @MANALISONTAKKE

# 31 DAY BUSINESS SIMPLICITY CHALLENGE

1. Add your office hours to your email signature
2. Create one place where you can see your entire marketing map for all channels
3. Carve out 30 minutes each week & an activity to rest and take care of your soul
4. Create an email template for your most sent email (inquiry response / final gallery delivery, etc.)
5. Decide on ONE project management tool where you'll house everything (Trello, Asana, Clickup)
6. Decide on TWO social platforms that you're going to focus your marketing efforts on
7. Write out your client workflow from start to end
8. Create an FAQ page on your website or your investment guide
9. What are your 2 CORE services that you're well known for? List them on your home page!
10. Create a Receipt tag in your email to tag all receipts with for easy access later
11. Start using Quickbooks online to manage your mileage, receipts & financial picture
12. Turn off all notifications on your phone besides texts & calls! Set a time to check in with necessary apps
13. Turn off your email notifications on your phone. You can toggle the account on/off in Gmail!
14. If you're looking to get a better picture of where your time is going, start using Toggl & track it this week
15. Create a checklist in your project management system for repeating monthly & weekly tasks
16. Pick 3 vendors you want to network with this month. Schedule those dates in your planner
17. Go through your social media and unfollow / mute accounts that are not serving you in a positive way
18. Clean up your inbox, unsubscribe & roll up subscriptions using Unroll.me
19. Create a template for your blog posts you can use each time
20. Create a preset in Lightroom with your signature style
21. Organize your desktop, downloads folder & large files. Clear out old files & backup important ones
22. Write out ONE goal you have for your business this year. Tape it somewhere you'll see it daily
23. Create a list of yearly expenses that you have in your business with the dates
24. Set an annual revenue goal. Break it down & adjust based on your quarterly income from the prev year
25. You know that one thing you've been meaning to research? Go research it!
26. Clean up your office & make sure each and every item has a "home" for it to return to each week!
27. Add in all the quarterly tax dates to your Google Calendar, set an annual reminder to do so!
28. What is ONE educational course / program / mentoring that you want to invest in this year?
29. Who are THREE educators that you want to follow closely & truly learn the in's & out's of their business?
30. Reach out to a past client ask for a testimonial & how they would describe your brand in 3 words
31. Make a list of what you've accomplished in the last week or month. Take some time to CELEBRATE it!