



Engagement Season PREP 2023

✓	TECH TASKS	DUE DATE	ASSIGNEE
<input type="checkbox"/>	Wake up Your Social Media		
<input type="checkbox"/>	Check Your Website for Errors		
<input type="checkbox"/>	Is Your Website Content Inclusive		
<input type="checkbox"/>	Add Your Phone Number + Email to Website		
<input type="checkbox"/>	Update Your Blogs		
<input type="checkbox"/>	Check Your Workflows in Your System		

✓	SERVICE-RELATED TASKS	DUE DATE	ASSIGNEE
<input type="checkbox"/>	Determine Which Services to Keep or Trash		
<input type="checkbox"/>	Add Events and Vacation Days to 2023 Calendar		
<input type="checkbox"/>	Review Your Contracts + Consult a Lawyer		
<input type="checkbox"/>	Update Your Services in Your System		
<input type="checkbox"/>	Temporarily Expand Office Hours		
<input type="checkbox"/>	Consider Loyalty Perks + Concierge Services		

✓	MARKETING TASKS	DUE DATE	ASSIGNEE
<input type="checkbox"/>	Determine Which Lead Generators Did Well		
<input type="checkbox"/>	Update Your Branding + Headshots		
<input type="checkbox"/>	Create a Marketing Budget		
<input type="checkbox"/>	Ask For Reviews		
<input type="checkbox"/>	Create Styled Shoots		
<input type="checkbox"/>	Hire a Virtual/Admin Assistant or Phone Answering Service		