

Your Business Task Lists

Erin Brenner

It's easy to get lost in the actual work of your business, and forget the chores of running a business. Use these task lists to help you stay on top of the details.

Daily

- As you work, track the time spent on each client project. Download my Excel [Time Sheet template](#). Or check out [FreshBooks](#) for a more sophisticated solution.
- At the end of the day, back up today's work. Cloud services like [Dropbox](#) will back up files for you automatically.
- At the end of the day, create a to-do list for tomorrow. I love [Todoist](#) for this.

Weekly

At the end of the week, or at least once a week:

- Record any payments received. Download my Excel [Payments Received template](#).
- Create a task list for the following week.
- Back up your computer files. Although I back up my files to the cloud every day, I back up my files weekly to a removable hard drive for extra security.
- File any papers in your outbox.

Monthly

- Invoice your clients. I use [FreshBooks](#). Because I track all my time with FreshBooks, too, invoicing is done in less than an hour.
- Record your business expenses and tax deductions. You can use a service like FreshBooks or [Mint](#), which will track all your spending and allow you to tag it as you go. Or record them in my Excel [Business Deductions template](#).
- Record your home office expenses. Check with your tax accountant on your allowable expenses, and then record them in your expenses software or in the second tab of the Business Deductions template.
- Back up your website files. (You do have a website, right?)

Resources for Writers and Editors

Quarterly

- Pay your quarterly taxes.
- Catch up on any filing, invoicing, and tagging.
- Review your website content for any needed changes.

Yearly

- Update the copyright year on your sites. Remind your clients to do the same.
- Tame your inbox, archive last year's sent and received email.
- Take permissions seriously. Use mypermissions.org to clean up your app permissions.
- Back up last year's electronic files and delete them from your computer.
- Archive last year's paper files.
- Start organizing your tax files. Make an appointment with your accountant *now*.
- Plan for the future: review your finances and make an appointment with your financial adviser.
- Review your biographies and profiles around the web and update as necessary.



Find other helpful resources at righttouchediting.com/resources/.



About the Author



Erin Brenner, owner of Right Touch Editing, has been an editing professional for two decades, specializing in content marketing and website materials. Her clients includes SAP, ITSSMA, and Collins Education Associates.

Erin shares her expertise through her work as editor of [Copyediting](#), as an instructor in UCSD's [copyediting certificate program](#), and as a speaker.

Contact Erin at erin@righttouchediting.com to help you with your next project.