

GROW THE BUSINESS. GET YOUR TIME BACK.**FINANCE**

TASK	TIME
ex. Reconciled last week's business expenses in QuickBooks	1 hour
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL TIME SPENT ON FINANCE TASKS:	

**GROWTH**

TASK	TIME
ex. Created a social media content calendar for next month	2 hours
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL TIME SPENT ON GROWTH TASKS:	

**OPERATIONS**

TASK	TIME
ex. Reviewed and updated SOPs (Standard Operating Procedures)	45 mins
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL TIME SPENT ON OPERATIONS TASKS:	