

Review website. Just read everything first. Go back through, make a few changes as you go. If needed, make a list of future updates and changes.

Update photos. Upload new ones or make appointment in the future with photographer.

Get a head start on taxes. If you're not sure what to do, go to SeattleBusinessApothecary.com

Do some business analysis. Look at each quarter / year. Figure out profits for each, types of clients and work offered. Make some predictions for the future. Record any changes to make.

Mini Retreat – Big Picture View
For options, read this post: [How to Take a Mini Retreat - Business or Personal](#)

Update LinkedIn profile.

Time planning. Weekly schedule, monthly, yearly. Print out worksheets or make your own. Start with a clean slate. Add in required activities. Look for things to cut. Add in top priority activities. Idea: Schedule in vacations, time off, flex days.

**Review all digital presence.
Make adjustments if needed.**

Get ahead on newsletter, Insta posting, other social media.

Digital clutter clear out. Look through computer files. Delete old items. Adjust folders as you go. Archive old files.

Paper work and files. Go through paperwork. Look through everything to pull out old documents to recycle/shred.

Bookshelves. Pull all the books down, dust. Look through them. Give away old books. Perhaps stack in a new way.

Bulletin board / vision board.
Make new ones, or re-do previous boards.

Update Terms / Contract.

Visual Reminders Make posters for the office or fridge – with whatever you need to be reminded of – routines, goals, plans, schedule.

Update labels, perhaps put in one folder.

Self-care plan review. What are you currently doing for self-care? What do you wish to add? Anything to cut? What's your budget? Make adjustments and add activities into your schedule.

3 Ideal Clients. For ideas, check out this post: [Three Ideal Clients - Book Excerpt](#)

Review policies. Adjust or add.

Update Terms / Contract.

Look at prices and adjust. Perhaps add Fees - e.g. travel, rush, late, reschedule.

Development new offering or class.

Brainstorm new marketing materials.

Research people to hire / network with.

Create Pinterest board for inspiration/ communication with designer.

Organize photos and imagery for marketing.

Take inventory of supplies.

Collect a copy of all your materials and put in one place.

For example, all ads or brochures, business cards – put in a notebook. Or all of your handouts, print and put in a folder / notebook.

Make a bingo card of goals.

Reorganize supplies. Label.

Research swag you might want to make.

Get all tax + legal info in one place. Online and in print form.

Research events in the area for small business / community / your field. Make a calendar of when they happen.

Research boutiques, galleries. That you want to apply to.

Research charities / causes to give money or time to.

Research events you might want to sponsor.

Follow up with people you've talked about collaborating with.

Reach out to old friends and contacts just to say hi – only if this feels legit and you want to, with no direct business agenda.

Do a numbers review, by month. Go to SeattleBusinessApothecary.com/Tools-for-download for worksheets.

Create a class or workshop to offer for profit, or as a volunteer.

Do a numbers review, by month. Go to SeattleBusinessApothecary.com/Tools-for-download for worksheets.

Make a list of Household Bills This can be useful when making your own Salary goals. Go to SeattleBusinessApothecary.com/Tools-for-Download for a worksheet.

Give yourself / plan a Reward.

Find a reward menu on SeattleBusinessApothecary.com/Tools-for-download

Find some books to read, related to your work.

Research a vacation or work trip. Put it on your calendar.

Update on website and materials.

Do some math to give yourself a raise!

Send an email or thank you card to a role model or someone who inspired you.