

# 2024 Small Business Planner



This Book Belongs To

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# 2024

## CALENDAR

### January

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### February

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

### March

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### April

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### May

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### June

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### July

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### August

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### September

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### October

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### November

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	






### December

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# Business Overview

Name:	Phone:	Address:
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Email:	Website:
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About	Social Media Handle	
		
		
		
		
		

Genedar:	Income:	Martial Status:	Age Range:
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Children :  Yes      No	Location:	Interests:
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# Daily Review

DATE:

## TOP 5 ACCOMPLISHMENTS

WHAT DID I DO WELL ?

WHAT I NEED TO IMPROVE ?

LESSONS LEARNED

GRATEFUL FOR

DAILY SUMMARY

DAILY SCORE

HOW CAN NEXT DAY BE BETTER ?

# Weekly Plan

Month:	Year:
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Week 1:	
Week 2:	
Week 3:	
Week 4:	

Top Priority Goals	Focus This Month

# Weekly Review

DATE :

## TOP 5 ACCOMPLISHMENTS

WHAT DID I DO WELL ?

WHAT I NEED TO IMPROVE ?

LESSONS LEARNED

GRATEFUL FOR

WEEKLY SUMMARY

WEEKLY SCORE

HOW CAN NEXT DAY BE BETTER ?



# Monthly Planner

Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

# Monthly Review

## This Month I Achieved

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## What Worked

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## What Didn't Work

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## Do More Work

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## Do Less of

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# Monthly Budget

Income			Expenses	
Income-1			Month	
Income-2				
Other Income			Budget	
	Total Income			

Bill to be paid	Due date	Amount	Paid	Notes


Notes

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# Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

To-Do List	Notes
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# Monthly Set Task

Important

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Not Important

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## To Do List

[illegible][illegible][illegible][illegible]

# January

# 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Self-care

## Notes

[illegible]

# February

# 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

## Self-care

## Notes

[illegible]



# March

# 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Self-care

## Notes

[illegible]

# April

# 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## Self-care

## Notes

[illegible]

# May

# 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## Self-care

## Notes

[illegible]

# June

# 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Self-care

## Notes

[illegible]

# July

# 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Self-care

## Notes

[illegible]

# August

# 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Self-care

## Notes

[illegible]

# September

# 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## Self-care

## Notes

[illegible]

# October

# 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## Self-care

## Notes

[illegible]



# November

# 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## Self-care

## Notes

[illegible]

# December

# 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## Self-care

## Notes

[illegible]

# Annual Finance

Month	Income	Expenses	Savings
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total			

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# Annual Overview

YEAR:

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

# Personal Finance Tracker

**MONTH OF:** \_\_\_\_\_

Monthly Income			
Income	Planned	Actual	Diference

[illegible]

Monthly Balance			
	Estimated	Actual	Difference
Income			
Expenses			
Total Left			

[illegible]

# Habit Tracker

Week of:

[illegible]

# Important Meeting

[illegible]

# To-Do Business

## Important

[illegible]

Not Important

[illegible]



# Product Planner

Product Name:

Budget:

Total Expenses:

Profit:

## Supplies Needed

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## Checklist

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## Description

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## Notes

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# New Product Planner

Name:		Top Keywords	
Type:		<hr/> <hr/> <hr/> <hr/> <hr/>	
Price:			
Duration:			
Go Live:			
Description		Inspiration	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
		Notes	
		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

## New Product List

[illegible][illegible][illegible][illegible]

# Product Evaluation

Top Sellers	QTY	Price	Why did it work

Top Sellers	QTY	Price	Why did it work

Top Sellers	Top Sellers

# Packaging Planner

Product	Packaging Supplies			
Weight:	Name	Supplier	Cost	Notes
Length:	_____	_____	_____	_____
Height:	_____	_____	_____	_____
Depth:	_____	_____	_____	_____

Product	Packaging Supplies			
Weight:	Name	Supplier	Cost	Notes
Length:	_____	_____	_____	_____
Height:	_____	_____	_____	_____
Depth:	_____	_____	_____	_____

Product	Packaging Supplies			
Weight:	Name	Supplier	Cost	Notes
Length:	_____	_____	_____	_____
Height:	_____	_____	_____	_____
Depth:	_____	_____	_____	_____

Product	Packaging Supplies			
Weight:	Name	Supplier	Cost	Notes
Length:	_____	_____	_____	_____
Height:	_____	_____	_____	_____
Depth:	_____	_____	_____	_____

# Suppliers List

[illegible]

# Goals Tracker

[illegible]

# Goals Planner

Goal	Steeps to task
	1. 2. 3. 4. 5.
Deadline: <input type="text"/> Achieved <input type="checkbox"/>	

Goal	Steeps to task
	1. 2. 3. 4. 5.
Deadline: <input type="text"/> Achieved <input type="checkbox"/>	

Goal	Steeps to task
	1. 2. 3. 4. 5.
Deadline: <input type="text"/> Achieved <input type="checkbox"/>	

Goal	Steeps to task
	1. 2. 3. 4. 5.
Deadline: <input type="text"/> Achieved <input type="checkbox"/>	

Goal	Steeps to task
	1. 2. 3. 4. 5.
Deadline: <input type="text"/> Achieved <input type="checkbox"/>	



# Goal Action Plan

Goal

Start Date:

End Date:

Goal Progress:

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Action Steps

Possible Obstacles

How To Overcome Obstacles

# Seasonal Idea

January	February	March
April	May	June
July	August	September
October	November	December

# *Improvement Planner*

Action

Result

Action

Result

Action

Result

# Campaign Tracker

Month:

[illegible]

# Inventory Log

Date	Item	Made to Order	QTY	Cost	Price	Profit

Notes

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## Customer Follow Up List

[illegible]

# Advertisement Tracker

[illegible]

# Budget Spreadsheet

Income	Over or Under	Actual	Estimate
Total			



# Invoice

Name:

**Address:**

## # Invoice:

Invoice Date:

Bill To:

Due Date:

[illegible]

# Shipping Tracker

[illegible]

# Order Form

Customer Details	
Name:	Address:
Phone:	Customer Note:
Email:	

#Item	Description	Quantity	Unit Price	Total

Shipping Details	Subtotal
Shipping Method:	Tax:
Date Shipped:	Shipping:
Tracking	Discount:
	Total:

# Order Tracker

[illegible]

# Sales Tracker

Month:

[illegible]

# Income Tracker

Date:

[illegible]

# Profit Tracker

[illegible]

# Profit & Loss Tracker

[illegible]



## Coupons & Discounts

[illegible]

# Monthly Bill Tracker

[illegible]

# Expense Tracker

[illegible]

# Return Tracker

[illegible]

# Post Planner

Post Title:

Topic:

Platform:

Publish Date:

Description

Checklist

Hashtag

Links to Include

Notes

# Facebook Post Planner

Post	Post Number
	Date

Notes

Post	Post Number
	Date

Notes

# Password Tracker

Website:

Username:

Password:

Notes:

Website:

Username:

Password:

Notes:

Website:

Username:

Password:

Notes:

Website:

Username:

Password:

Notes:

# Contact List

Name:

Phone:

Email

Address:

Name:

Phone:

Email

Address:

Name:

Phone:

Email

Address:

Name:

Phone:

Email

Address:



# Social Media Planner

Week of:

Day	Platform	Post	Time	Stats
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				






# Product Evaluation

Top Sellers	QTY	Price	Why did it work

Worst Sellers	QTY	Price	Why did it work

[illegible]

# Online Statistics

	Total Views	Subscribers						
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								

	Total Orders	Total Revenues	Total Sellers	Worst Sellers	Traffic Source
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

# Hashtag Research

Topic:

Hashtag	Reach

Topic:

Hashtag	Reach

Topic:

Hashtag	Reach

Hashtag	Reach

Hashtag	Reach

Hashtag	Reach

Notes

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# Campaign Manager

	Description:
Campaign Name:	
Launch Date:	
Platform:	
Budget:	
Actual Spend:	
Campaign Result:     Successful <input type="checkbox"/>	

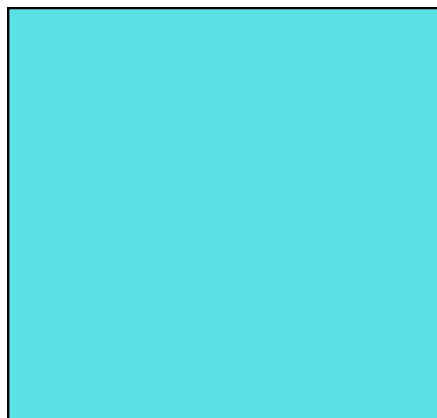
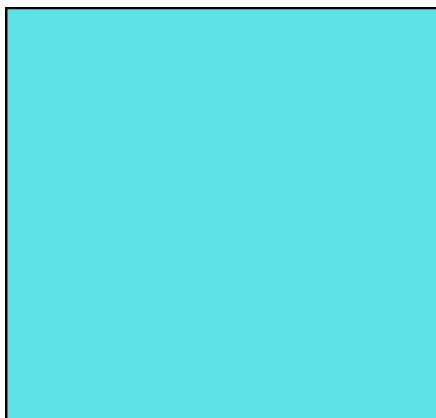
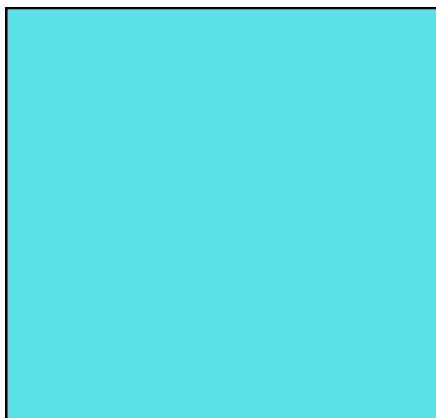
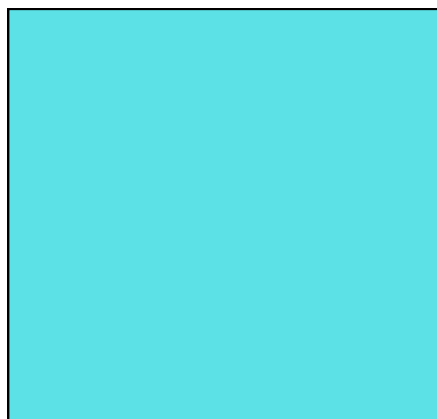
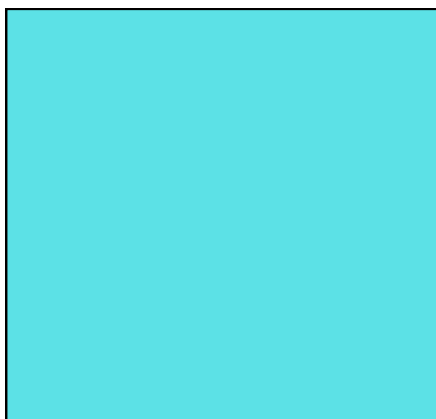
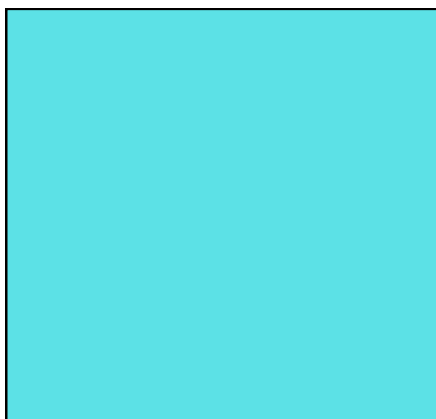
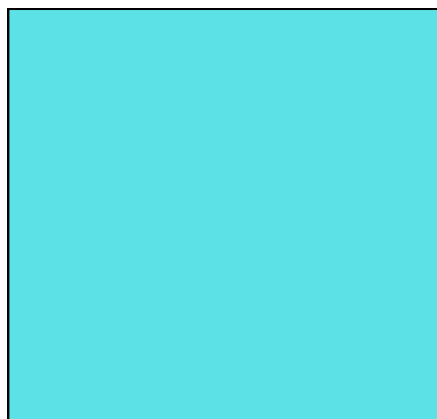
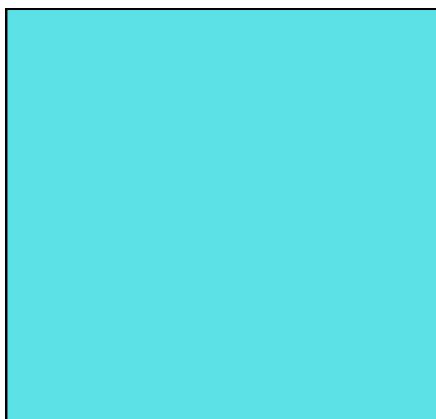
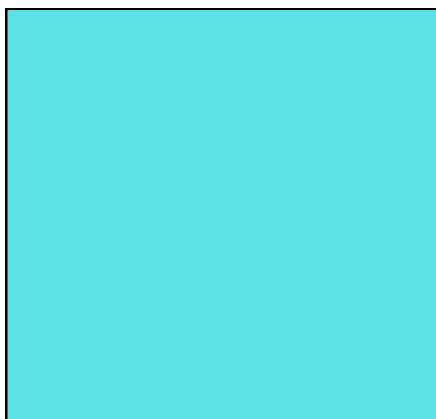
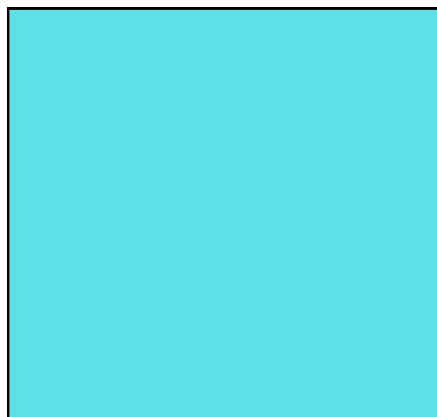
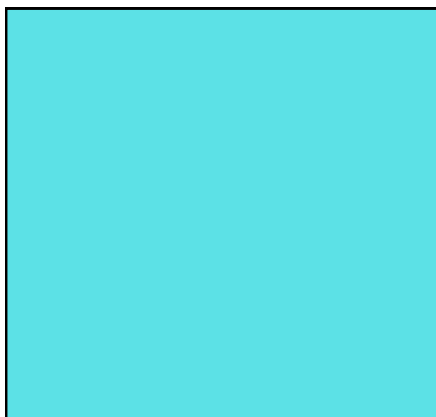
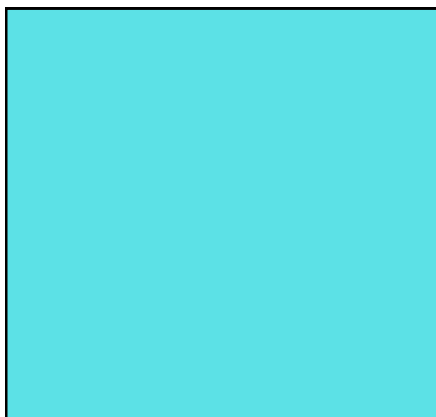
	Description:
Campaign Name:	
Launch Date:	
Platform:	
Budget:	
Actual Spend:	
Campaign Result:      Successful <input type="checkbox"/>	

# Advertising Tracker

Month:

[illegible]

# *Important Date*



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# *My Notes*

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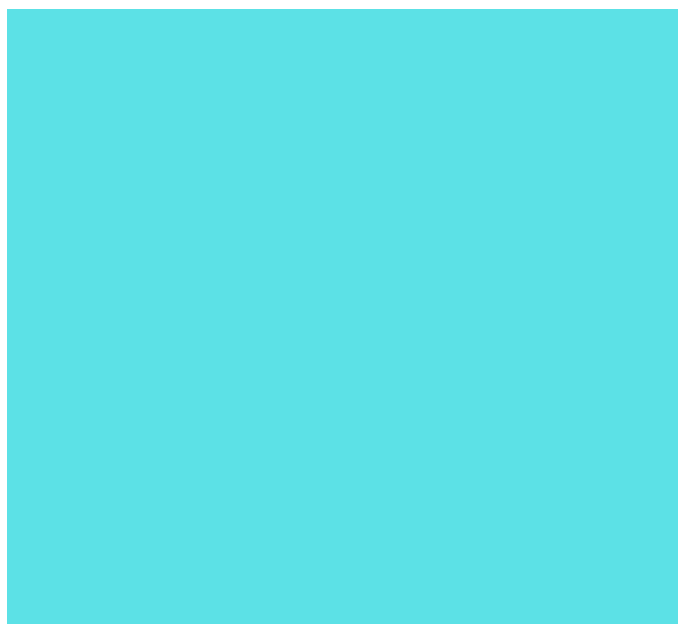
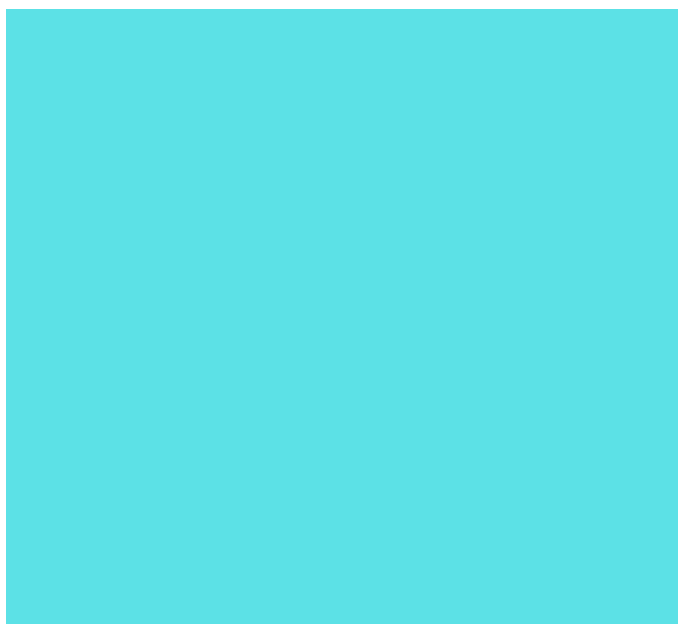
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## This image shows a single sheet of white paper with ten evenly spaced horizontal blue lines. The lines are thin and extend across the width of the page, providing a guide for handwriting or typing. There is no other content on the page.

*Thank  
You*