



DAISY ADMIN SERVICES

WEEKLY RESOURCE · FREE DOWNLOAD

Weekly Admin Checklist.

Stay on top of your business admin — one week at a time.

MONDAY

- Review emails & respond to urgent ones
- Plan weekly priorities & schedule tasks
- Check outstanding invoices & follow up
- Update to-do list & calendar

WEDNESDAY

- Focus on client work & project deadlines
- Update CRM / client database
- Check business subscriptions & software
- Automate or template repetitive tasks

FRIDAY

- Invoice clients & check payments
- Plan next week's tasks & appointments
- Reflect on weekly wins & challenges
- Clean workspace & reset for next week

TUESDAY

- Organise digital files & declutter inbox
- Schedule social media posts
- Review client communications & follow up
- Check financial transactions & expenses

THURSDAY

- Plan marketing / newsletter content
- Review business goals & progress
- Organise paperwork & receipts
- Backup important files

MONTHLY TASKS — CHOOSE A FRIDAY!

- Review financials & plan for upcoming expenses
- Check business metrics & analytics
- Update website & social media profiles
- Review contracts, policies & compliance

Pro Tip: Set a timer for your admin tasks and batch similar activities to stay focused!
Complete your monthly tasks on a Friday — they slot in perfectly alongside your end-of-week review.