



Weekly Admin Reset.

Stay on top of your business admin — one week at a time.
Total weekly time: approximately 2–2.5 hours

Monday – Plan & Prioritise (20–30 mins)

■ Calendar & Planning

- Review calendar for the week ahead
- Check upcoming deadlines and appointments
- Block out focused work time
- Schedule personal commitments
- Create and prioritise weekly to-do list

■ Business Development

- Review clients, projects and enquiries
- Check progress towards monthly goals

Estimated time: 20–30 minutes

Tuesday – Communication & Inbox (30–40 mins)

■ Inbox & Communication

- Process inbox to zero (or close to it)
- Reply to outstanding emails and messages
- Follow up on leads and enquiries
- Archive and file emails
- Unsubscribe from unwanted newsletters

■ Digital Organisation

- Save important attachments and documents
- Tidy Downloads folder

Estimated time: 30–40 minutes

Wednesday – Marketing & Visibility (30–45 mins)

■ Marketing & Visibility

- Plan content for the next week
- Create and schedule social media posts
- Engage with comments and messages
- Check post performance
- Capture ideas for future content

Estimated time: 30–45 minutes

Thursday – Finance & Records (20–30 mins)

■ Finance

- Send invoices
- Check incoming payments
- Follow up overdue invoices
- Record expenses
- File receipts
- Check bank transactions

Estimated time: 20–30 minutes

Friday – Weekly Reset (30–40 mins)

■ Digital Organisation

- File and organise documents
- Delete duplicates and unnecessary files
- Empty recycle bin

■ Security & Backup

- Back up important files
- Check cloud sync is working
- Run software updates

■ Weekly Reflection

- Review wins from the week
- Note unfinished tasks
- Plan priorities for next week

Estimated time: 30–40 minutes

Daily Habits (5–10 mins per day)

- Check tomorrow's calendar before finishing work
- Update task list
- Save receipts and documents to the correct folder
- Process urgent emails only at set times

Estimated time: 5–10 minutes daily

■ **Pro Tip:** Set a timer for your admin tasks and batch similar activities to stay focused!