

# ***Business Checklist:***

## ***Daily, Weekly. & Monthly Tasks for Photographers***

### **DAILY TASKS**

- Check for new inquiries
- Respond to messages & emails
- Review upcoming sessions for the next 1-7 days
- Post to social media platforms
  - Post stories every day
  - Respond to any comments
  - Engage with your feed, look for new trends
- Quick money check: what was earned, what's pending, etc.

### **WEEKLY TASKS**

- Back up recent shoots
- Track expenses and revenue
- Social media posts
  - Weekly content plan (schedule your posts for the week)
  - Try for 1-3 feed posts and/or reels
- Follow up with any pending inquiries
- Prep for upcoming sessions (contracts, gear, etc.)
- Engage with any VIPs (broadcast channel, Fb groups, etc.)

### **MONTHLY TASKS**

- Analyze what was booked and what wasn't
- Update pricing/packages if needed
- Check website links and update galleries
- Schedule a model call or promo shoot
- Send Google review requests to recent clients
- Audit automations (make sure they work, still sound like you)
- Monthly financial overview (net vs. gross, track expenses, etc.)
- Overall content brainstorming day (emails, blogs, posts/reels, captions, etc.)