

TEN MINUTE TIPS FOR MY BLOG + BUSINESS

- Respond to one lengthy email.
- Respond to comments on one blog post.
- Send a pitch to one brand you want to work with.
- Follow five inspiring bloggers or businesses on Twitter or Instagram. Say hello!
- Clean up your desk area.
- Make a to-do list for tomorrow.
- Write down one thing you've been doing well and one thing you could improve on this week.
- Organize...something! Your desk drawers? Your work station? Files on your computer?
- Take a ten-minute nap. (Sometimes refreshing yourself is the best thing you can do for your blog + business!)
- Pay your bills.
- Double check + pay for your blog/website domain names – when do they expire? Will they auto-renew or do you need to pay manually? (You don't want to lose them when they expire!)
- Send an email to 1-2 former clients, kindly asking if they'd be interested in writing a testimonial for your website.
- Record your monthly cash flow, including income and expenses. This will help when tax time rolls around!
- Set goals for the upcoming month. How many blog posts will you write? How many pageviews will you receive? How many items will you sell? Think big!
- Search for inspiration! Check out magazines, Pinterest, or even other blogs to find what's trending and motivating to you.
- Create an email template that you can use for common inquiries from potential clients.
- Schedule social media shares for an upcoming blog post.
- Eat a healthy snack. Your brain needs fuel to work at its best!
- Create a flash sale for your customers – offer a 24-hour discount and send it only to your subscribers and followers.
- Thoughtfully email 2-3 bloggers about guest posting on their site. Include post ideas and a link to your blog to make you stand out!