

10 Minute Tips To Improve Your Shop

Quick and easy tips to improve your online shop and help maximize your time with a short list of '10 Minute Tasks'



- ☐ Update your bottom 5 listings
- ☐ Maximize your top 5 listings
- ☐ Send pitch to a blogger
- ☐ Organize shipping supplies
- ☐ Review stock on brand collateral
- ☐ Schedule next week's pins
- ☐ Schedule next week's tweets
- ☐ Find 3 new accounts to follow
- ☐ Create a monthly sales forecast
- ☐ Review last month's sales
- ☐ Make a list of all the tools you use
- ☐ Send a thank you note to 2-3 past customers
- ☐ Contact 2-3 customers for reviews
- ☐ Create a special sale for "fans only"
- ☐ Brainstorm new blog ideas
- ☐ Come up with an email opt-in upgrade idea
- ☐ Review your faq / policies page

- ☐ Review shipping info by product
- ☐ Update your monthly financials
- ☐ Review your about page
- ☐ Brainstorm new product ideas
- ☐ Craft customer scripts'

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