

My

Business



In a



Binder

Basic Business Info

Just The Facts

Business Name

Business Owner(s) Name

Physical Business Address:

Business Mailing Address:

Primary email address:

Primary website address:

Primary phone number:

Office Hours:

Tax ID#

Basic Business Info

Just The Facts

Email Service Provider

Hosting Company

Domain Housed at

Tech Support Contact

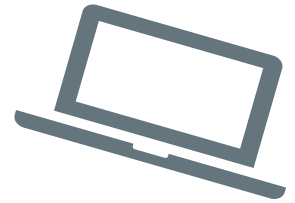
PayPal Email Address

Password Manager

Support Contact Info:



My Website



Website Name

Login/User Name

Password

Goal of the Site

WordPress Theme Installed

Shopping Cart System

Plugins

Important Links

Social Media Accounts

Let's Connect

Facebook Page –

Facebook Group –

Twitter Profile –

LinkedIn Profile –

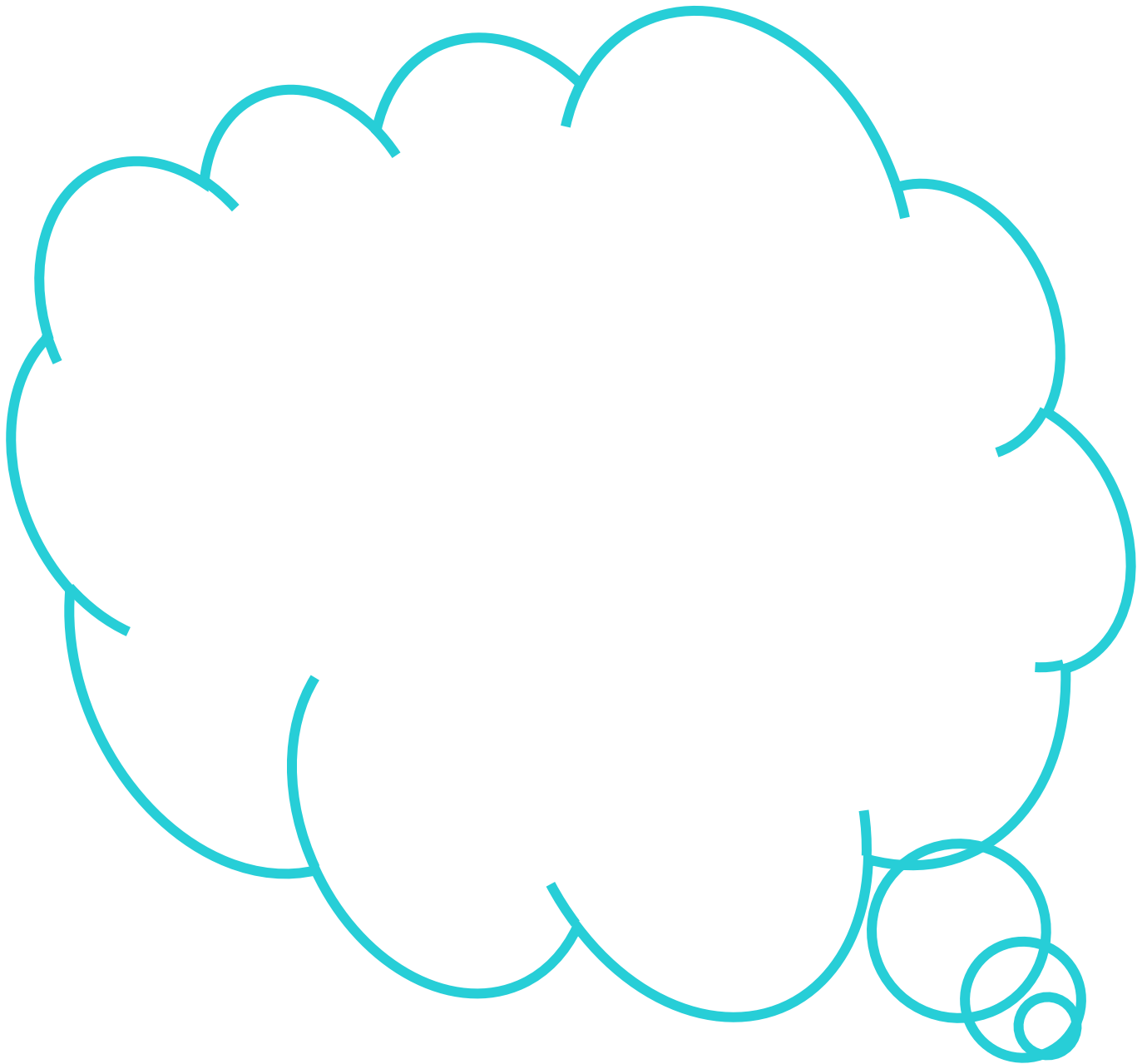
Instagram Profile –

Pinterest Profile –

TikTok Profile –

Other Social Media Profile(s) –

Business Mission Statement



Business Assets

Websites

Website Address	Goal of Site

Computer & Other Equipment

My Computer

Brand	Model #
Date of Purchase	Purchase Price \$
Brand	Model #
Date of Purchase	Purchase Price \$
Brand	Model #
Date of Purchase	Purchase Price \$
Brand	Model #
Date of Purchase	Purchase Price \$

The Planning & Tracking of My Business

Things To-Do Everyday

Morning

Afternoon

Evening

Notes

Things To-Do Every Week

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Things To-Do This Month

January

February

March

April

May

June

July

August

September

October

November

December

Upcoming Product Promotion

Product Owner/Site

Product Name

Coupon Code Info

Date of Promotion

My Pretty Link

Dates I'm Promoting

Notes:

Product Owner/Site

Product Name

Coupon Code Info

Date of Promotion

My Pretty Link

Dates I'm Promoting

Notes:

Product Owner/Site

Product Name

Coupon Code Info

Date of Promotion

My Pretty Link

Dates I'm Promoting

Notes:

Product Owner/Site

Product Name

Coupon Code Info

Date of Promotion

My Pretty Link

Dates I'm Promoting

Notes:

Evergreen Products to Promote

Product Owner/Site

Product Name

My Pretty Link

Dates I'm Promoting

Notes:

Product Owner/Site

Product Name

My Pretty Link

Dates I'm Promoting

Notes:

Product Owner/Site

Product Name

My Pretty Link

Dates I'm Promoting

Notes:

Email Promotion Schedule

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Upcoming Product Ideas

Theme/Idea	
Working Title	
Specifics	

Theme/Idea	
Working Title	
Specifics	

Theme/Idea	
Working Title	
Specifics	

Product Planning

Working Title -

Product Type -

Written

Audio

Video

Launch Date -

Product Value -

Launch Price -

Sales Page Link -

Delivery Page Link -

Sales Funnel Plan -

Notes -

Working Title -

Product Type -

Written

Audio

Video

Launch Date -

Product Value -

Launch Price -

Sales Page Link -

Delivery Page Link -

Sales Funnel Plan -

Notes -

Social Media Posting Tracker

Date:

Type of Post:

Title:

FB

TW

IG

PI

TT

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YT

Date:

Type of Post:

Title:

FB

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I am an affiliate for

Site Owner	
Site Name	
Affiliate Login	
Primary Site Link	
Type of Products	
Site Owner	
Site Name	
Affiliate Login	
Primary Site Link	
Type of Products	
Site Owner	
Site Name	
Affiliate Login	
Primary Site Link	
Type of Products	
Site Owner	
Site Name	
Affiliate Login	
Primary Site Link	
Type of Products	

