

“Work once” Weekly Planner

Task #1 (30 minutes): Catch up on industry news by reading blogs and forums
What topics can I blog, Twitter, or write about this week?

Task #2 (45 minutes): Plan content for the week

Topic	Format (Blog, Twitter, article)	Date	Done/Preposted

Task #3 (15 minutes): Things I need to communicate with clients and prospects this week

- a.
- b.
- c.
- d.
- e.

Task #4 (30 minutes): Write and submit article(s) to directories (EzineArticles.com, ArticleMarketer.com, WAHM-articles.com)