DAILY ADMIN ROUTINE (30–60 MINUTES)

Morning (15–20 mins) — Control the day

- Check and respond to emails (prioritise paying clients)
- Review today's deadlines and jobs
- Send urgent quotes or replies
- Check calendar and confirm appointments
- Quick financial check (payments received, overdue invoices)

Midday (5–10 mins) — Stay on track

- Quick inbox scan (urgent items only)
- Confirm same-day deliveries or deadlines
- Follow up on hot leads only

End of Day (15–30 mins) — Close the loop

- Send completed work to clients
- Issue invoices immediately
- Log work done (hours, projects, notes)
- Back up files
- Tidy digital workspace

WEEKLY ADMIN ROUTINE

- Financial tracking and invoicing follow-ups
- Business development and client outreach
- Systems organisation and file management
- Weekly review and forward planning

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