Task	Area of Support	Speciality	Duration
Create Blog and Social Artwork	Enchanting Mondays	Graphic Design	Weekly
Resize Artwork and files for Library and Shop	Enchanting Mondays	Graphic Design	Weekly
Schedule Email and Social Media	Enchanting Mondays	General/Social Media	Weekly
Compile and Schedule Blog Posts	Enchanting Mondays	General	Weekly
Update Enchanting Mondays Library	Enchanting Mondays	General	Weekly
Add New Printable Listings to Shop	Enchanting Mondays	General	Weekly
Updating Old Enchanting Mondays Posts with Art and Signup Boxes	Enchanting Mondays	General	One Time
Updating Calendar Products	Inspirational Planner Subscription	Graphic Design	Monthly
Update Promotional and Sales Artwork	Inspirational Planner Subscription	Graphic Design	Monthly
Create Blog Post Graphics	Inspirational Planner Subscription	Graphic Design	Monthly
Compile and Schedule Monthly Blog Posts	Inspirational Planner Subscription	General	Monthly
Schedule Email and Social Media	Inspirational Planner Subscription	General/Social Media	Monthly
Promoting Seasonal and Evergreen Posts	Printables	Social Media	Monthly
Updating Boardbooster	Printables	General/Social Media	Monthly
Adding Sign Up Boxes to Old Posts	Printables	General/Email	One Time
Updating Old Contribution Posts	Printables	General/Wordpress/Blogging	One Time
Updating Printable Artwork that contain a "year"	Printables	Graphic Design	One Time
Updating Pinterest Artwork for Old Posts	Printables	Graphic Design	One Time
Updating All Old Blog Posts for SEO	Printables	SEO	One Time
Photographing and Styling Avery Posts	Printables (Sponsored/Avery)	Photography	5-7x/year
Promoting Printables and Products to Big Name Media Outlets	Public Relations	PR	Ongoing
Forming and Managing Internal Affiliate Programs and Promotions	Partnerships	General/PR	Ongoing
Seeking New Sponsorships and Managing Relationships	Sponsorships	General/PR	Ongoing
Responding to Emails	Customer Support	General/QA	Ongoing
Responding to Comments (social + blog)	Customer Support	General/QA	Ongoing
Product Support (EML and Inspirational Planner	Customer Support	General/QA	Ongoing
Analytics and Measuring Growth	Internal Growth	Business Coach	Monthly

| Surveying and Planning for the Future | Internal Growth | Business Coach | 2x/year |