

Weekly Freelance Workflow Checklist

Use this to keep your routine on track:

Weekly Planning (Monday)

- Review all active projects
- List top 3 priorities
- Check deadlines
- Respond to client messages
- Send invoices/follow-ups

Deep Work Days (Tue–Thu)

- Block focused work time
- Complete priority tasks
- Track progress on projects
- Avoid multitasking

Weekly Wrap-Up (Friday)

- Finish outstanding tasks
- Send updates to clients
- Review wins and challenges
- Outline next week's priorities

Daily Habits

- Start with most important task
- Batch admin work
- Take breaks
- Log off at a set time

Notes:
