

System Development Prioritization

- _____ Time Management
- _____ Project Management
- _____ Organization of Space
- _____ Production and distribution of materials for booking and producing events
 - _____ Contact management
 - _____ Press kits or portfolios
 - _____ Gigs incl. what to prepare, what to bring (keep a “gig bag” ready to go)
 - _____ Conferences – similar to gigs
 - _____ Promoting Gigs
- _____ Finances
- _____ E-mail, postal mail handling
- _____ Any repetitive business or personal tasks
 - _____ Booking, Sales & Marketing
 - _____ Newsletter/Blog production
 - _____ Updating your web site
 - _____ Social Media
 - _____ Continuing Education and professional development (skill practice, AE Member calls, etc.)
- _____ Filing and paperwork
- _____ Laundry and housework
- _____ Diet and Exercise
- _____ Daily personal routines
 - _____ Morning routine
 - _____ Evening routine
- _____ Also weekly routines, monthly, other periodic – errands, doctors appointments, car maintenance, etc.