Category	Task	Person in Charge	Scheduled
	Continuing Education		
Continuing Ed	Schedule Workshops in Calendar	Lauren	✔
Continuing Ed	Gather bio, description of workshop, and pricing	Lauren	✔
Continuing Ed	Create Workshop in MindBody	Lauren	✔
Continuing Ed	Give Designer info for Flyers	Lauren	✔
Continuing Ed	Design Flyer in PDF and JPG versions	Yuliya	
Continuing Ed	Print Flyers one Month before Workshop	Lauren	
Continuing Ed	Schedule Social Media Posts Month Of	Lauren	
	Website		
Website	Go through B-School with Coaching in Mind~ Profit Plan	Lindsay	✔
Website	Go through B-School with Coaching in Mind~Website	Lindsay	✔
Website	Go through B-School with Coaching in Mind~ Communication	Lindsay	
Website	Go through B-School with Coaching in Mind~ List Building	Lindsay	
Website	Go through B-School with Coaching in Mind~ Offerings	Lindsay	
Website	Go through B-School with Coaching in Mind~ Marketing	Lindsay	
Website	Create Content	Lindsay	✔
Website	Create Site Map	Lindsay	✔
Website	Take Photos	Abbey	✔
Website	Design Look	Danika	
Website	Find WebMaster and decide on format	Lindsay	✔
Website	Create Site	?	
Website	Set-up Analytics		
Website	Create Opt-In Box for blog Posts		
	Website Launch		
Website Launch	Create an email template	Danika?	
Website Launch	Dedicated Email	Lindsay	
Website Launch	Contact Partners regarding cross promotion	Lauren	
Website Launch	Schedule Social Media Posts	Lauren	
Website Launch	Create new cards/stationary	Danika	
Website Launch	Order Signage for studio	Danika	
	Editorial Calendar		
Editorial Calendar	Map out Calendar for Winter 2012	Lindsay/Lauren	✔
Editorial Calendar	Map out Calendar for Spring 2013	Lindsay/Lauren	
Editorial Calendar	Map out Calendar for Summer 2013	Lindsay/Lauren	
Editorial Calendar	Map out Calendar for Fall 2013	Lindsay/Lauren	
Editorial Calendar	Reach out to affiliates to help promote and put in calendar	Lauren	
Editorial Calendar	Set aside 2 hours to Brainstorm topics	Lindsay	
	London/Paris		
London/Paris	Call and find out if I can use my miles	Lindsay	✔
London/Paris	Contact So-Ok and Micheal about a place to stay in London	Lindsay	
London/Paris	Figure out what studios in London I want to teach at	Lindsay	✔

London/Paris	Brainstorm Seminar Ideas	Lindsay	☐
London/Paris	Once dates and locations are set include it in Newsletter	Lindsay	☐
London/Paris	Create a dedicated email to London Clients	Lindsay	☐
London/Paris	Promote on Social Media	Lindsay	☐
London/Paris	Apply for new Passport	Lauren	☐
London/Paris	Get new pic for Passport	Lindsay	☑
London/Paris	Brush up on French	Lindsay	☐
	Website Webinar		
Website Webinar	Finish Keynote presentation	Lindsay	☐
Website Webinar	Contact Nathalie Lussier about a tech portion	Lindsay	☐
Website Webinar	Write Script	Lindsay	☐
Website Webinar	Practice presentation	Lindsay/Lauren	☐
Website Webinar	Brainstorm about affiliates	Lindsay/Lauren	☐
Website Webinar	Promote on Social Media	Lauren	☐
Website Webinar	Write up in Newsletter	Lindsay	☐
	Publication Contribution		
Publication Contribution	Create a list of publications I want to contribute to	Lindsay	☐
Publication Contribution	Research publications and see what stories they are using	Lauren	☐
Publication Contribution	Brainstorm Article Ideas	Lindsay/Lauren	☐
Publication Contribution	Create Pitch Email Draft	Lindsay	☐
Publication Contribution	Plan out email pitches	Lauren	☐
Publication Contribution	Plan follow up to pitches	Lauren	☐
	Coaching Training		
Coaching Training	Collect Info on Programs and Pricing	Lindsay	☑
Coaching Training	Meet with Mandy	Lindsay	☑
Coaching Training	Meet with Jey	Lindsay	☑
Coaching Training	Register and Schedule in Classes	Lindsay	☐
Coaching Training	Schedule in time for homework	Lindsay	☐
	Coaching Program		
Coaching Program	Brainstorm Program	Lindsay	☐
Coaching Program	Map Out Content	Lindsay	☐
Coaching Program	Research Pricing	Lindsay	☐
Coaching Program			☐
	Debt Repayment Plan		
Debt Repayment Plan	Create FORM Budget	Lindsay	☑
Debt Repayment Plan	Create Personal Budget	Lindsay	☑
	Video Production		
Video Production	Set aside 2 hours to Brainstorm topics	Lindsay/Lauren	☑
Video Production	Plan Video Production for Winter 2012	Lindsay/Lauren	☑
Video Production	Plan Video Production for Spring 2013	Lindsay/Lauren	☐
Video Production	Plan Video Production for Summer 2012	Lindsay/Lauren	☐
Video Production	Plan Video Production for Fall 2012	Lindsay/Lauren	☐
Video Production	Plan Video Production for Winter 2013	Lindsay/Lauren	☐
Video Production	Plan Editing Schedule	Lindsay	☐

	Retail Space		
Retail Space	Rearrange products to be more appealing to clients	Lauren	☐
Retail Space	Brainstorm list of Vendors	Lindsay/Lauren	☐
Retail Space	Contact new vendors (Sally B Skin Yummies, Dora's naturals, etc)	Lauren	☐
Retail Space	Budget for new products	Lindsay	☐
Retail Space	Order items that will sell	Lauren	☐
Retail Space	Display the new products	Lauren	☐
Retail Space	Advertise the products in the Newsletter	Lindsay	☐
Retail Space	Create and offer deals (2 for 1)	Lauren	☐