

WHISK WARRIOR

Intentionally Planning Your 2022 Calendar

Fill your 2022 calendar in with what you know now and include some educated guesses. You can always move items around or delete notes if things change.

- Vacations or long weekends where you take time off
- Holidays and special occasions that are typically moneymakers or that you want to make into moneymakers (Halloween, Mother's Day, Christmas).
- On-sale dates for all holiday pre-sale menus (if you don't know yet, choose target dates)
- Dates when you need to order any special supplies (could be overall or tied to certain holiday menus)
- Family & Friends celebrations (birthdays, graduations, weddings)
- If you have kids, add school holidays and other significant dates
- Other cultural or local holidays that impact your life or business
- Quarterly Review - take some time to check in with yourself and the business
- Industry events or conferences
- Other pertinent personal or business holidays, appointments, etc. that you want to add

You may want to use a color-coding system to help you visually look at your calendar and see the various types of items at a glance. I recommend you plug this info into whatever calendar system you are using. If you use a digital calendar, set reminders now for the upcoming months. Be sure to update your calendar as things get confirmed over time.

You get to be in charge of your calendar, so it's up to you to be intentional and set the ground rules.

Denise

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