

ART BUSINESS TASKS CHEAT SHEET

DAILY

- Reply to emails, phone calls, and social media comments
- Record new sales
- Check your schedule for to-do's that need to be completed
- Add reminders to your schedule
- Generate and print necessary reports for client meetings on Artwork Archive
- Send invoices

WEEKLY

- Add new pieces and details to your inventory
- Update website and Public Profile Page with new pieces
- Ship completed pieces to collectors and galleries
- Add or update Locations on Artwork Archive and assign to pieces
- Add or update Shows on Artwork Archive and assign to pieces
- Save new client information
- Record any costs of doing business
- Send thank you notes to recent clients
- Work on your art marketing calendar
- Review the latest art business advice

MONTHLY

- Update email list with new contact information
- Send email newsletter
- Look at Insights on Artwork Archive
- Review revenue, costs, and profits, and adjust your sales strategy if needed
- Set new sales goals
- Research and apply for artist grants, residencies, juried shows, etc.
- Review inventory of materials
- Pay bills for studio space, etc.

YEARLY

- Review sales for accurate tax reporting
- Renew business license and tax identification numbers

AS NEEDED

- Update bio, artist statement, and resume
- Order new materials
- Send personal invites to shows and events
- Apply for copyright protection

MONTH: _____

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DAILY

- Reply to emails, phone calls, & social media
- Record new sales
- Check off to-do's
- Print necessary reports
- Send invoices

WEEKLY

- Inventory new pieces
- Update locations, shows, & contacts on Artwork Archive
- Update website
- Ship completed pieces
- Record any costs of doing business
- Send thank you notes to recent clients
- Art marketing calendar
- Review latest art business advice

MONTHLY

- Update email list
- Send email newsletter
- Look at Insights on Artwork Archive
- Review revenue, costs, and profit
- Set new sales goals
- Apply for grants, residencies, juried shows, etc.
- Review inventory of materials
- Pay bills for studio space, etc.

YEARLY

- Taxes
- Renew business license & tax I.D. numbers

AS NEEDED

- Update bio, artist statement, & resume
- Order new materials
- Send invites to shows and events
- Apply for copyright protection