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

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**MONTH:**

- **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

www.artworkarchive.com