



My Business

NEW YEAR CHECK LIST

- Download FREE monthly Dashboard Sheets from the PCG Website or PCG Workspace Group
- Have I submitted my tax return?
- Check my PCG directory listing and make sure it is all current. (Please email any changes)
- Check my products in the Guild Shop are still available. (Send info for two in if I don't have any in there)
- Check my details across all of my sales platforms
- Review my prices
- Tidy my making room
- Do a stock take
- Are all of my products listed?
- Get organised with designs for Valentines, Mothers Day etc

Created by collaboration at the Professional Crafters Guild