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EXAMPLE DAILY SCHEDULE

You will usually be doing a lot of varied work each day, but there are some things which will repeated each day. These are as follows:

- Collect mail.
- Turn on the lights in Office.
- Open mail and sort.
- Turn on computer.
- Open Outlook.
Check to see if any emails need attention.
- Check to see if there are any faxes in the machine.
- Print off the daily bank positions and update bank reconciliation.

EXAMPLE WEEKLY SCHEDULE

Tuesday

- Tuesday creditors: These are to be paid each Tuesday
- Tuesday Meeting
- Wages

Friday

- Computer Back-Up