FREELANCER PRODUCTIVITY & BUSINESS PLANNER

FREE SAMPLE

A preview of the practical planner for freelancers, creators and small business owners.

- Set goals and priorities
- Plan your week
- Track clients and projects
- Monitor income and expenses

SMARTORA • PLAN • TRACK • GROW

Sample Weekly Planner

Choose a main goal for the week and plan your key tasks.

Day	Top task	Notes

Weekly review: What went well? What should I improve?

Sample Client Tracker

Keep important client details and follow-up reminders in one place.

Client	Project / service	Status	Follow-up

Priority reminder

Focus on the most important tasks first. Set clear next steps and keep your progress visible.

This is a free sample. The full planner includes goal pages, monthly and daily planners, project planning, trackers, content planning, habit tracking and notes.