

Startup Success

DIY TEMPLATES CHECKLIST

Startup Success

MODULE 6 // Organize, Automate, and Outsource

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Looking over the list that you've creating, determine which of these emails could be responded to with a pre-written template. Remember to be creative and think outside the box! *Highlight those emails that you could respond to with templates.*

Startup Success

MODULE 6 // Organize, Automate, and Outsource

What else do you write on a regular basis? Social media posts, podcast pitches, proposals? Create a list of **specific** content that you compose on a regular basis.

Examples: guest blog pitch, web design proposal, contracts, Facebook group discussion prompts

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Which of these items are largely the same each time you create them? Highlight those items.

Starting with the highlighted items which you compose the **most frequently**, begin creating templates and checking off each item as you go.