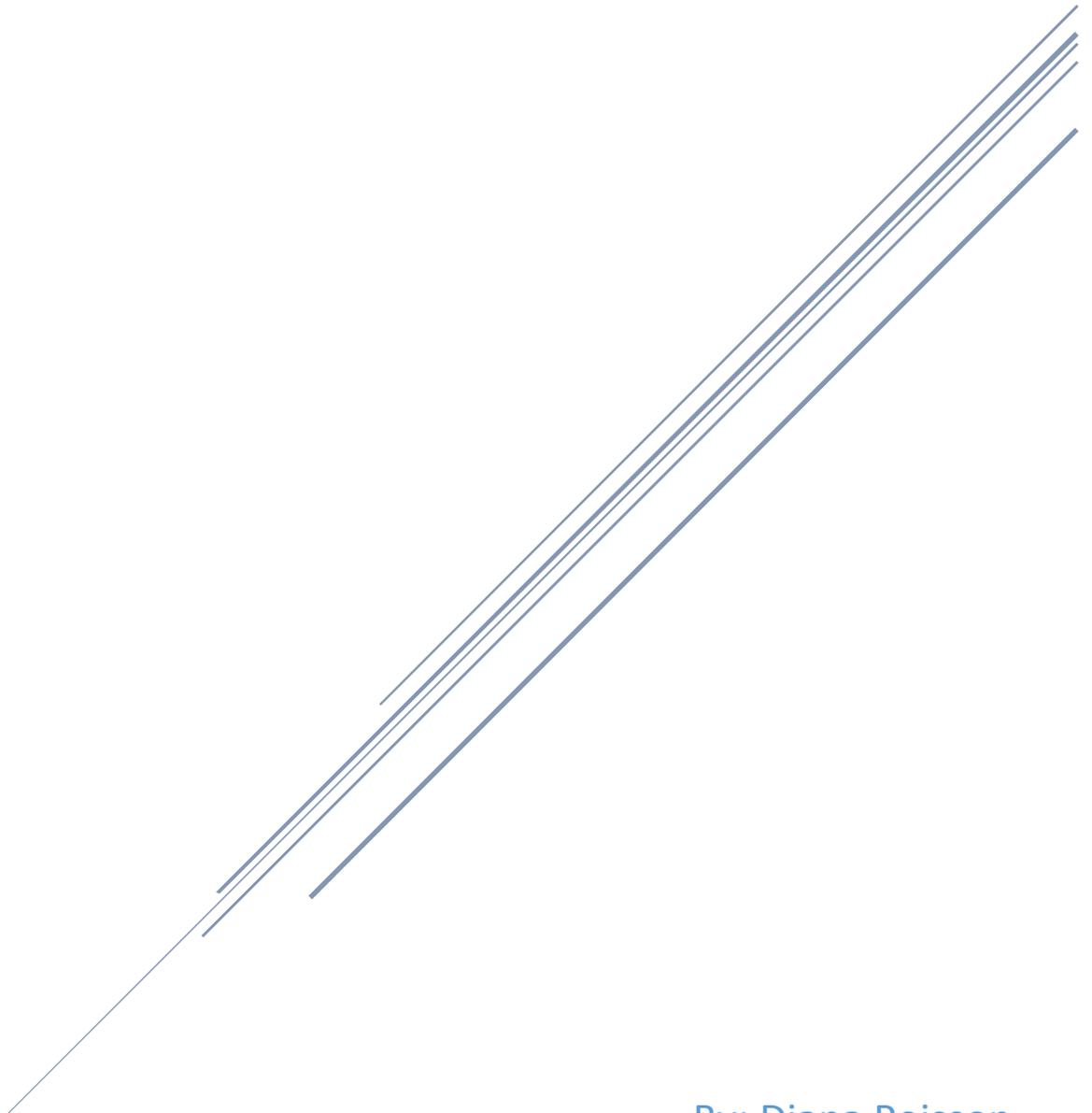


# SIMPLE TASK LIST AND CALENDAR

To Help You Build an Efficient Amazon FBA Business



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# Introduction

My name is Diana from the Second Half Dreams website. When I started selling on Amazon back in April 2014, I was very overwhelmed with learning the basics of Amazon FBA (source, list, prep & ship) and also with starting and running a business.

***How I felt back then:** When I learned that I had to get a business license and start collecting sales tax, I almost quit Amazon FBA before really even getting started. All I wanted to do was earn a little extra money, not start another business.*

But I didn't quit but instead committed myself to learning the business one step at a time (while working 48 hours a week at a regular job)! I sourced in the stores every Sunday morning, listed & prepped my products that same afternoon and dropped my boxes off to UPS every Monday morning on the way to work. In the evenings, I did my bookkeeping, sourced online and basically worked on learning the business.

As there were so many tasks to do, I came up with a schedule to keep me on track and I strived to do each task as efficiently as possible.

***September 2015:** I'm no longer overwhelmed, but rather excited to start a new chapter with Amazon FBA. Last month I changed my hours at work so I'm just working 1 day a week instead of 6. I'm ready to concentrate on getting products sent in for the upcoming 4<sup>th</sup> quarter holiday season.*

To help you run an efficient Amazon FBA Business so you can focus on growing your business instead of getting overwhelmed with the everyday tasks, I created this simple guide that includes:

- A Task List of things to do each week, twice a month and monthly
- A sample Monthly Calendar so you can visually see how to schedule your tasks
- A Resource List that points you to places where you can get additional information on many of the tasks
- Bonus Tips to save you time on your retail arbitrage trips

I believe this guide will be especially helpful for those of you that are either new, overwhelmed, working alone or short on time.

Thank you for downloading the guide and let me know if you have any questions or suggestions. The best way to find me is on my [Facebook Page](#).

# Task List

## **Weekly**

- Source, list, label, prep & ship! Aim for at least one new shipment each week.
- Make sure your checkbook and credit card registers are updated with your new purchase amounts.
- Process and file all of your store receipts.
- Go into Amazon Seller Central and do your housekeeping and maintenance tasks.
- Reprice manually or make sure your automatic repricer is updated.

## **Twice a Month (or when you get paid)**

- Enter Amazon FBA income and fees into your bookkeeping program.
- Come up with a budget for your deposit money.

## **Twice a Month – on the 5<sup>th</sup> and the 25<sup>th</sup>**

- Pay your credit cards and/or other bills that aren't automatically paid each month.

## **Monthly**

- Order supplies that you're running low on.
- Finish and review your Profit and Loss statement from last month.
- File and pay your sales tax returns before the deadline.
- Cancel any subscription services that you no longer use.
- Pick something new that you want to learn or do to grow your business.
- Plan ahead for upcoming holidays and occasions such as Valentine's Day and Back to School.

# Sample Calendar for October 2015

M	T	W	T	F	S	Sun
			1 Seller Central tasks and repricing	2 Finish September P & L Statement	3	4
5 Pay Bills	6 Get sales tax done this week	7	8 Seller Central tasks and repricing	9	10	11
12	13	14 Amazon Payday! Budget and Bookkeeping	15 Seller Central tasks and repricing	16	17	18
19	20	21	22 Seller Central tasks and repricing	23	24	25 Pay bills & order new supplies
26	27	28 Amazon Payday! Budget and Bookkeeping	29 Seller Central tasks and repricing	30 Decide what you want to focus on in November.	31	

The above calendar is what a typical month looks for me.

In addition, I'm continually looking for new inventory. These days, I usually source in the mornings and list, label & prep in the afternoons or evenings. On Sundays, I package up my inventory and then ship it on Mondays.

Most evenings, I spend 30 to 60 minutes learning something new.

It doesn't take me long to do my bookkeeping and sales tax returns. But if you're still learning how to do them, I recommend that you schedule in 1 to 2 hour time blocks for those tasks. If it takes longer, then schedule time for the next day.

# Resource List

## **Weekly** – Find & ship new products, Receipts, Seller Central Tasks, Repricing

- See my [Amazon FBA Resources](#) page for a list of tools and subscriptions to help you work more efficiently.
- [ABC Boot Camp](#) has great video training to help you learn the Amazon basics and has a very supportive Facebook group where you can ask questions.
- See [Receipt Organization for Amazon FBA Sellers](#) to learn how to keep all of those store receipts organized.
- I signed up for the [BQool Repricer](#) in July because it's simple to use.

Visit [Amazon Seller Central University](#) for an overall education about selling on Amazon. Make sure you read your messages, keep track of your returns, fix inventory issues and keep your account healthy.

## **Twice a Month** – Bookkeeping and Budget

I used Excel for my Inventory and COGS tracking for the first 14 months then switched to [InventoryLab](#). I use QuickBooks Online Simple Start for my bookkeeping program. GoDaddy Bookkeeping is another option.

Help for Excel Users: [Tracking Amazon FBA Inventory and COGS in Excel](#)

Help for QuickBooks Online Users: [How to Enter Amazon FBA Numbers into QB Online](#)

Help for GoDaddy Users: [Help With Your Amazon FBA Bookkeeping](#)

Budgeting Your Deposit Money: [See Pay Yourself and Build a Profitable FBA Business](#) to learn how to allocate a certain portion for new inventory, taxes and paying yourself.

## **Monthly** – Sales Tax and Learn Something New

See [Sales Tax 101 for Amazon FBA Sellers](#) to learn more about collecting and filing sales tax.

Join the [Sales Tax for eCommerce Sellers](#) Facebook group for sales tax support.

Examples of learning/growing your business are:

- Create your first [bundle](#)
- Get approved in a restricted category such as [Health & Personal Care](#)
- Learn to Online Source with the [Proven Online Sourcing Strategies Course](#)

The [Proven Amazon Course](#) has lots of courses to choose from.

**Affiliate Disclaimer:** *I am an affiliate for many of the products and services that I recommend. If you make a purchase from my affiliate link, then I will earn a commission.*

# 12 Retail Arbitrage Tips

To Make the Best Use of Your Time

1. Plan your route so that all the stores you're going to visit are near each other to save on driving time.
2. Organize your purse, wallet or pockets so that you can quickly find your store rewards cards, tax-exempt cards and payment cards.
3. Know your profit, ROI & sales rank goals and stick to them. Don't waste your money or your time processing an item that doesn't meet your criteria.
4. Before leaving your home, go to Amazon's [Best Sellers](#) or [Movers & Shakers](#) list. Find a few "hot" items and check for them at every store.
5. If the store's website has the capability, go online and check local store pricing and availability for your "hot" items before you leave your home.
6. Take your online sourcing lists to the stores. If your list has product finds from a retail location near you such as Target, Walmart or Toys "R" Us, then bring that list with you.
7. Sort your sourcing list alphabetically by item name instead of store name. This way you can easily search for all products at all stores. I found a Teenage Mutant Ninja Turtles (TMNT) toy that was on my Target list at Walmart. The "title" sorting made it easy as all of my TMNT finds were grouped together.
8. Scan with a purpose instead of random scanning. For example, scan every Religion book at the thrift store book section. Or scan every TMNT product including non-toys. Or scan a section of shelves in the health and beauty aisle.
9. While scanning, take a look at items displayed near each other and come up with a few bundle ideas to research at home.
10. Invest in a portable battery charger and carry it in your pocket or purse. Before I got one, I was limited to just over two hours of scanning before my cell phone battery ran out of power.
11. Bring snacks with you. I keep protein bars and a peanut butter & jelly sandwich in the car. That saves me time and money from having to drive to a fast food place.
12. Shop early or late or when the store is not busy to avoid the crowds. Besides having the aisle to yourself, less people means less time at the checkout registers.