

# TOUGH HANDMADE BOSS CHECK LIST

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*Are you...*

- getting to work on time and not leaving early?
- returning calls and emails right away?
- shipping your packages as soon as possible?
- not taking calls during work hours? No texting friends either!
- only taking designated breaks?
- not listening/ watching distracting music/ shows?
- keeping your work area clean and organized?
- keeping your equipment well maintained?
- scheduling your social schedule during non work hours?
- not procrastinating blog posts/ photo edits/ promotional stuff?
- staying off that time suck called Facebook & Instagram?
- making a list of work TO DOs and sticking to it (IE not getting distracted with other craft projects?)
- not demanding a raise until you actually do better and more efficient work?