



# Web Design Workflow Worksheet

**1 | List all of your web design project workflow tasks from first contact with your client to the site launch and project completion.**

**2 | Put all tasks in chronological order from the beginning of your project to the completion.**

**3 | Add timeframes for each task. Be sure to add a little extra time for the unexpected.**

4 | Put all tasks into the calendar below.


**5 | Add your tasks list with time frames (as timed events if your project management system supports it) into your project management system.**

*Don't have a project management system? [Check out the blog post for some suggestions!](#)*

Looking to outsource development work to give yourself more time and less frustration coding? [Get in touch](#) to learn how partnering with a developer can help your web design business!