The four-job glue-work checklist

StoreBench template: the four-job glue-work checklist. Log every task that touches both Shopify and Etsy for five working days. Job = Reporting / Watching ops / Buyer messages / Listings. Type = needs-me or rule-based.

Day	Task	Channel (Shopify / Etsy / both)	Job	Minutes	Type	Hand off? (first / second / drafts only / with review)	Notes
Mon							
Tue							
Wed							
Thu							
Fri							

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