



8:00am	Arrive, set up. Introductory chat, coffee.	
8:15am	Let's talk about what you would like to see in this website.  Home page:  P2  P3  P4  Contact	
8:30am	Home page sketch and discussion. Ask the client to round up any branding & photos they have and want to use. Ask client to provide any written copy they have prepared.	
8:45am	Start designing in the editor - Set site theme.	
9:00am	Check in - make changes. Start header and footer. *Note: If no logo provided, just write the business name in the header.	
9:30am	Check in - make changes. Start working down the home page according to your sketch	
10:30am	Check in - make changes.	
11:00am	Commence P2. (eg, About) Note: If no copy then set with Lorem Ipsum and assign a task for the client to write (now or later).	
11:30am	Check in - make changes to P2 Commence P3. (Eg Services) Note: If no copy then set with Lorem Ipsum and assign a task for the client to write (now or later).	
12:30pm	Check in - make changes to P3 Commence P4. (Eg Projects*, Blog, Store*)	
1:00pm:	Quick bite of lunch	
1:20pm	Contact page	
1:30pm	Check in and make changes (allow plenty of time)	
2:30pm	Put mobile site together. Add value with landing page and browser colour.	
3:00pm	Add & Check all meta data	
3:15pm	Check in with client: Ready for Go live? Upgrade to premium and Attach domain to site. Explain about propagation times.	
3:30pm	Run SEO Setup Checklist - Attach Google Search Console	
3:40pm	Run Accessibility Wizard, get through Stage 1	
3:50pm	If domain was previously live, check ranked pages and add 301 redirects.	
4:00pm	If client has paid in full, then provide co-owner role or transfer site. Assist them to establish their wix account and check site is in place. Otherwise, finalise invoice and payment now.	
4:15pm	Time for training! Run through the Dashboard then assist client to open the editor and provide a run-through of the basics.  <ul style="list-style-type: none"> <li>● Icons</li> <li>● Plus icon - how to use</li> <li>● How to navigate pages</li> <li>● How to edit text</li> </ul>	
5:00pm	Pack up, time to go home.	