

# Solo Shopify Weekly Operating Checklist

30 minutes · same day each week · 2026 edition

Run this checklist the same day each week. Total time: about 30 minutes.

Companion article: [forvendo.com/operations/solo-shopify-weekly-operating-checklist/](https://forvendo.com/operations/solo-shopify-weekly-operating-checklist/)

**Week of:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_

## 1. Orders & fulfillment

6 min

- Review yesterday's orders — any anomalies (large value, unusual address, repeat customer)?
- Check fulfillment status — anything stuck more than 48 hours?
- Investigate any lost or delayed shipments; file carrier claims if needed
- Confirm tracking numbers updated in customer emails

## 2. Refunds & chargebacks

5 min

- Process refund queue — apply your standard refund policy; see the Refund/Chargeback Response Kit if needed
- Check chargeback inbox — any new disputes opened this week?
- Calendar response deadline — typically 7-21 days; confirm the exact deadline in Shopify Admin or your processor dashboard
- Pull evidence from the Refund/Chargeback Response Kit for any chargebacks needing response this week

## 3. Inventory & restock

6 min

- Review stock levels — any product at or below restock threshold?
- Place restock POs as needed; confirm lead times
- Note sell-through rate for new arrivals (added in last 14 days)
- Flag any slow-moving SKUs for promotion or markdown

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## 4. Customer signals

8 min

- Top 3 support tickets — what pattern are they showing?
- New reviews this week — respond to anything below 4 stars
- Repeat-buyer signals — any VIP segment movement?
- One small UX or copy fix based on the week's signals

## 5. Numbers & next week

5 min

- Revenue this week vs last week — direction and rough %
- AOV this week vs last week — direction and rough %
- Top 1 issue to fix in the next 7 days (write it down here):
- Two-line entry for the weekly log: what worked / what did not

### WEEKLY LOG

#### What worked this week:

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#### What did not:

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#### Top issue to fix next week:

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This checklist is general operational guidance, not legal, financial, payment-network, or tax advice. Chargeback response windows and platform policies vary; confirm deadlines in Shopify Admin or your processor dashboard. Consult a CPA for tax-related items.

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