

Weekly to-do list [for the month of _____]

Organize

What topics/product/bloggng are you posting about this week?

Make graphics for each:

01

02

03

04

05

06

07

Facebook Check List

Week 1

idea 1 _____ idea 1 _____
idea 2 _____ idea 2 _____
idea 3 _____ idea 3 _____
idea 4 _____ idea 4 _____

Week 3

idea 1 _____ idea 1 _____
idea 2 _____ idea 2 _____
idea 3 _____ idea 3 _____
idea 4 _____ idea 4 _____

Week 2

idea 1 _____ idea 1 _____
idea 2 _____ idea 2 _____
idea 3 _____ idea 3 _____
idea 4 _____ idea 4 _____

Week 4

idea 1 _____ idea 1 _____
idea 2 _____ idea 2 _____
idea 3 _____ idea 3 _____
idea 4 _____ idea 4 _____

 **Weekly** Go Live! Even if no one is watching 1 or 2 times a week.
Work up to posting 3-4 times a day when your 'Jane Doe' is on social media!!

Pin it baby!

Day: 01 02 03 04 05 06 07

Use those buzz words and pin 7 things every day on brand.

Now, Pin 3 of your items to your boards. It's ok if they are already on there. This is why it's good to have more than one photo or repin the old pin again.

{If your so new that's all you have -- Make additional images for each post and you can also re-pin your own Pins. You can even hide these in your website so only those who pin see the images.}

Get creative and be yourself.

Day: 01 02 03 04 05 06 07

Like all social medias they do not want your account dormant. If you keep active they will help promote you. For this reason I keep a stash of creative photos on my phone. I use these to post on Instagram when I'm busy with life and have nothing else to post.