



DAILY CHECKLIST

BLOG

- check analytics
- interact with comments
- publish blog if needed
- write/plan next post
- ensure all links work

TWITTER

- check analytics
- respond to comments
- schedule tweets
- RT any old or relevant tweets
- follow any new users

INSTAGRAM

- check analytics
- respond to likes/comments
- schedule posts
- interact with other accounts
- post 2 stories

PINTEREST

- check analytics
- pin new original posts
- repin 10-15 posts from others
- repin old original posts

FACEBOOK

- check analytics
- respond to messages and comments
- interact with other accounts
- schedule posts
- post 1 story

OTHER

- browse blogs/accounts for inspo
- comment on other peoples blog posts
- create content for socials
- prep for tomorrow