

DAILY CHECKLIST

BLOG

- PUBLISH A NEW POST
- SHARE ON SOCIAL MEDIA
- REPLY TO COMMENTS- DELETE SPAM
- EDIT AND SCHEDULE POST FOR TOMORROW
- CHECK FOR UPDATES

FACEBOOK

- SHARE NEW POST
- SHARE OLD POST
- REPLY TO COMMENTS/ START A DISCUSSION
- POST ANOTHER VIRAL POST/VIDEO

TWITTER

- SCHEDULE TWEETS ON BUFFER
- REPLY TO MESSAGES/RETWEETS
- FOLLOW BACK
- FOLLOW 10 NEW PEOPLE
- RETWEET/LIKE 5 TO 10 TWEETS PER DAY

PINTEREST

- SCHEDULE POSTS ON TAILWIND
- MAKE SURE 100 ARE SCHEDULED
- PIN YOUR OWN NEW CONTENT
- REPIN OLD CONTENT TO NEW BOARD
- REPIN 10 TO 15 PINS FROM OTHERS
- PIN TO AND FROM YOUR MOST POPULAR BOARD

INSTAGRAM

- POST 2 NEW PICTURES W/ HASHTAGS
- RESPOND TO COMMENTS/LIKES
- LIKE 30 TO 50 NEW PHOTOS
- COMMENT 5 NEW PHOTOS

SNAPCHAT

- POST FOUR NEW PICTURES/VIDEO
- VIEW FRIENDS SNAPS
- VIEW OTHER SPONSORED CONTENT
- SNAP A FRIEND DIRECTLY

EMAIL

- CHECK EMAIL
- RESPOND TO EMAILS
- DELETE SPAM
- ORGANIZE INTO FOLDERS