social CHECKLIST

THIS MONTH DID I:

- [ ] complete my monthly "Business at a glance" report
- [ ] complete my content planning calendar
- [ ] post at least 2 times/week each week
- [ ] try something new

THIS WEEK DID I:

	1	2	3	4	5
follow a new small, local business	☐	☐	☐	☐	☐
comment on 2 client accounts	☐	☐	☐	☐	☐
read or listen to industry news	☐	☐	☐	☐	☐
post 2 times to my social platforms	☐	☐	☐	☐	☐

DAILY CHECK IN:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
check messages	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
respond to comments	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
add to content library	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
practice social listening	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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MEDIA