My Blog’s Weekly Checklist



Blog

- [ ] Publish new post
- [ ] Draft bullet points for next week's post
- [ ] Create new graphics as needed

Email

- [ ] Check and respond to emails
- [ ] File and organize
- [ ] Remove and unsubscribe from junk mail

Pinterest

- [ ] Pin new post(s) manually to my public board & my secret board
- [ ] Add new post(s) to my Board booster campaigns & Tailwind Tribes
- [ ] Schedule pins of other blogs with Tailwind

Social Media

- [ ] Share new post(s) and related Video(s)

- [ ] Comment, Reply, like. and follow comments on Facebook, Twitter, and Instagram
- [ ] Draft and schedule days worth of new posts for Facebook, Twitter, and Instagram

My Facebook Groups

- [ ] Approve new requests to join
- [ ] Schedule daily post
- [ ] Reply to comments and questions
- [ ] Ask questions / start discussions

Video Content

- [ ] Draft bullet points for a LIVE stream or a YouTube Video
- [ ] Record 'talking head' video and 'screen cast' video with voice over as needed
- [ ] Edit and publish 1 new video or LIVE stream a week

Digital Products

- [ ] Shoot, edit, publish 30 new Stock photos
- [ ] Edit/update/create one lesson in my courses
- [ ] Create sales pages, new freebies, or new graphics as needed

Newsletter

- [ ] Email any news to subscribers (new blog posts. new products. etc)
- [ ] Schedule any emails related to promotes, sales, or special offers

Engage & Improve

- [ ] Stumble new blog posts (mine and others)
- [ ] Improve a previous blog post and re-publish
- [ ] Comment on/like other blogger's posts

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