

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)
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- 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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