

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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