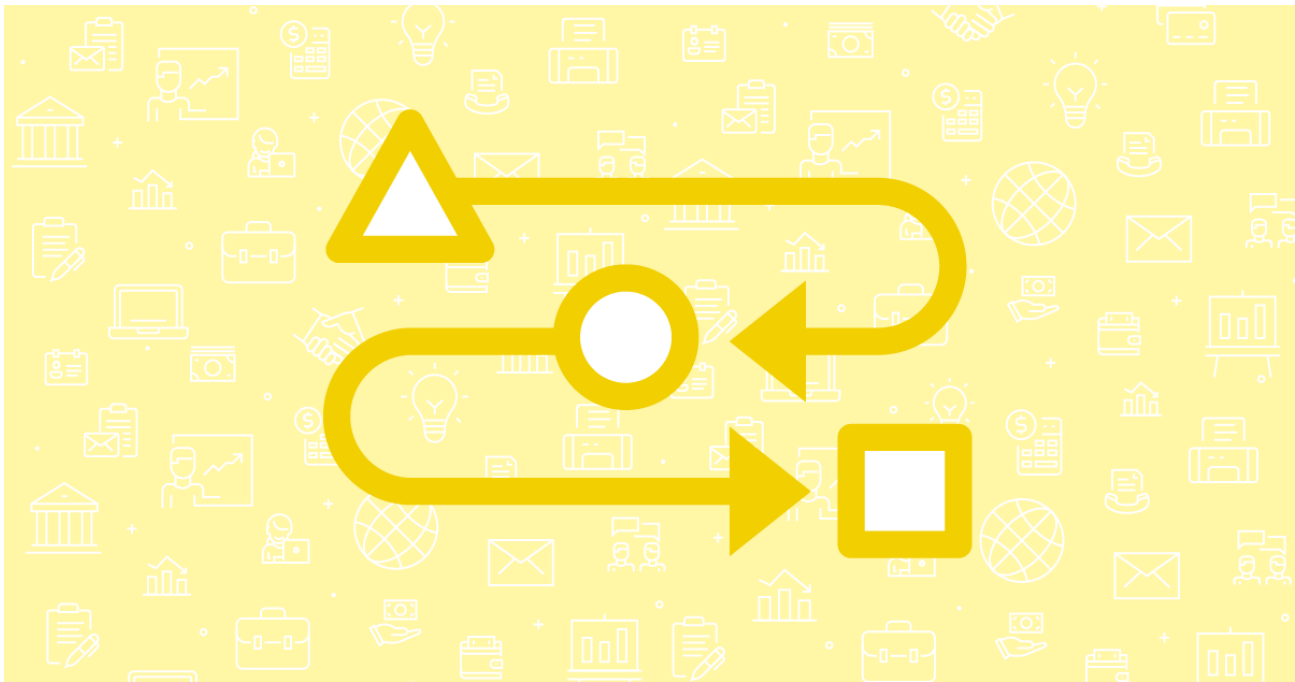


Digital Marketing: 30 Minute Daily Checklist

Use this checklist when you have a busy day and need to make sure you have worked on some of your marketing goals. Also a great checklist for Interns!



BLOG:

- ☐ Publish or schedule new blog post
- ☐ Respond to all comments
- ☐ Share your new post on two (2) social media accounts

INSTAGRAM:

- ☐ Publish or schedule daily post and content
- ☐ Respond to comments and/or DM's
- ☐ Comment on five (5) other accounts

TWITTER:

- ☐ Respond to all mentions and/or DM's
- ☐ Engage with VIP's and a few accounts
- ☐ Publish a new tweet (could be a simple "good morning" tweet)

PINTEREST:

- ☐ Post any new pin or pin from your old or new blog post(s)

- ☐ Repin five (5) to ten (10) pins
- ☐ Follow three (3) new accounts

EMAIL:

- ☐ Check and respond to emails
- ☐ Organize emails

OTHER: (extra time)

- ☐ Look at other blogs for inspiration
- ☐ Comment on a few other blogs
- ☐ Improve older posts, especially ones that are ranking well
- ☐ Update images (make sure they are tag correctly)
- ☐ Make a checklist for the following day

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