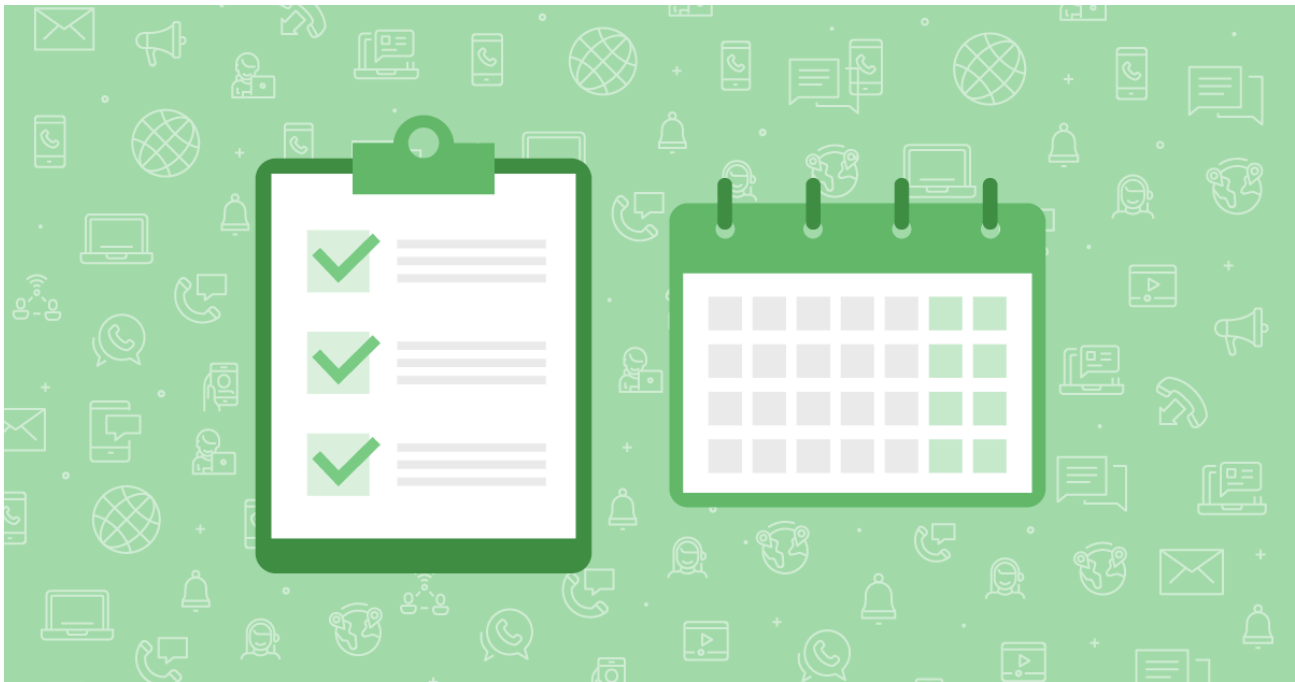


# Daily Instagram Checklist

Share this daily list with your social media manager, intern, or assistant so they can help you build your brand on Instagram while following your company procedures and guidelines.



- ☐ Respond to comments on your most recently posts (especially VIPs)
- ☐ Leave at least five (5) to ten (10) thoughtful comments on other Instagram profiles
- ☐ Respond to all DM (or as many as you can)
- ☐ Respond to questions on recent and past instagram post
- ☐ Comment on at least three (3) to seven (7) trending posts
- ☐ Comment on at least three (3) to seven (7) post with relevant hashtags to your business or brand
- ☐ Follow new profiles
- ☐ Post to stories
- ☐ Post new content, pose an engaging question, write an update, etc. Make sure to use relevant hashtags