



- Reply to any messages or new introductions

## LINKEDIN WEEKLY TASKS

- Join a new group related to your industry
- Join a new group, follow a company that you are interested in
- Post a discussion in one of your groups
- Endorse special skills of someone you know
- Give someone a recommendation
- Ask for a recommendation

## LINKEDIN MONTHLY TASKS

- Read through your profile and update as needed
- Check your stats
- Update your profile or refresh your background image (you can do this a few times a year)

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