

DAILY SOCIAL MEDIA CHECKLIST - THE POWER OF THREE

These tasks are divided between general daily tasks you should aim for and specific tasks per major social network.

Most Important Daily Tasks:

- Review status updates maximum 3 times per day (15 minutes at a time)
- □ Ask 3 questions in separate social networks
- □ Answer at least 3 questions, whether directed to you or in general
- □ Comment on or reply to at least three status updates
- □ Add at least 3 new contacts or follow new people
- □ Add at least 3 status updates of your own

Suggested Top Three Activities for Different Networks

Twitter:

- □ Schedule at least 3 tweets, retweets, or links to share (can schedule this for whole week at once)
- □ Reply to at least 3 people
- □ Follow at least 3 new people

Facebook:

- □ Post at least 3 status updates (can schedule this to some extent)
- □ Comment on and "like" at least 3 status updates
- □ Share at least 3 images (can share other people's, doesn't have to always be yours)

LinkedIn:

- □ Comment on posts in at least 3 groups
- □ Add 3 new contacts
- □ Add at least 3 new status updates of your own (general or in groups)

Google+:

- □ Post at least 3 updates
- □ Comment on and/or +1 at least 3 other people's updates
- □ Add at least 3 new people to your circles

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Pinterest:

- □ Pin at least 3 new images or videos to your boards
- □ Repin at least 3 pins from others
- □ Comment on and "like" at least pins from others

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