

WEEK OF:

TIME:	DAILY CHECKLIST
POST TITLE (KEYWORD PHRASE INCLUDED):	☐ POSTS SCHEDULED
POST DESCRIPTION	☐ SOCIAL SHARING SCHEDULED ☐ LINKED SHARED IN GROUPS ☐ COMMENTS LEFT ON OTHER BLOGS
CATEGORY TAGS	
POST IMAGES PLACED POST WRITTEN POST EDITED SCHEDULED PUBLISHED TIME:: 8* f	GUEST POSTS/ GIVEAWAYS: DATE: ADVERTISE: 85 f 20 60 10 10 10 10 10 10 1
CATEGORY TAGS	LOOK AHEAD:
☐ POST IMAGES PLACED ☐ POST WRITTEN ☐ POST EDITED ☐ SCHEDULED ☐ PUBLISHED	