

Time Saving Social Media Daily Checklist



Monday

- Check reactions and comments on posts
- On Facebook, invite people who like your post to like your page
- Check and respond to mentions
- Check and follow new followers
- Check for messages and respond to them
- Check your feed and like or comment on posts
- Find potential clients; like their posts or comment
- Share relevant content back to your audience.
- Create/curate and schedule posts for the day
- Check Insights/Analytics

Tuesday

- Check reactions and comments on posts
- On Facebook, invite people who like your post to like your page
- Check and respond to mentions
- Check and follow new followers
- Check for messages and respond to them
- Check your feed and like or comment on posts
- Find potential clients; like their posts or comment
- Share relevant content back to your audience.
- Create/curate and schedule posts for the day
- Check Insights/Analytics

Wednesday

- Check reactions and comments on posts
- On Facebook, invite people who like your post to like your page
- Check and respond to mentions
- Check and follow new followers
- Check for messages and respond to them
- Check your feed and like or comment on posts
- Find potential clients; like their posts or comment
- Share relevant content back to your audience.
- Create/curate and schedule posts for the day
- Check Insights/Analytics

Thursday

- Check reactions and comments on posts
- On Facebook, invite people who like your post to like your page
- Check and respond to mentions
- Check and follow new followers
- Check for messages and respond to them
- Check your feed and like or comment on posts
- Find potential clients; like their posts or comment
- Share relevant content back to your audience.
- Create/curate and schedule posts for the day
- Check Insights/Analytics

Friday

- Check reactions and comments on posts
- On Facebook, invite people who like your post to like your page
- Check and respond to mentions
- Check and follow new followers
- Check for messages and respond to them
- Check your feed and like or comment on posts
- Find potential clients; like their posts or comment
- Share relevant content back to your audience.
- Create/curate and schedule posts for the day
- Check Insights/Analytics