

Daily Social Media Checklist (for all social media platforms)

Use this social media checklist to make sure you are staying on track and getting the most out of your social media marketing.

TASKS YOU SHOULD BE DOING DAILY

- Check your stats across all social media platforms (do this a few times a week)
- Engage with followers (especially MVP's) across all social media platforms
- Engage with other influencers across all social media platforms
- Make sure you respond to questions across all social media platforms (don't forget your blog articles)
- Check your mentions on all platforms
- Respond to DM (direct messages) on all platforms
- Monitor your keywords, look for trending topics
- Make sure posts are scheduled on all platforms (including blog posts)
- Check out other related profiles on all platforms
- Follow new followers on all platforms
- Engage and compliment at least one new person on each platform
- RT relevant tweets and/or join a Twitter chat
- Create new content to share every day
- Spend time repining, creating new pins, engaging, and following on Pinterest
- Respond to emails