

# Digital Marketing: 30 Minute Daily Checklist

Use this checklist when you have a busy day and need to make sure you have worked on some of your marketing goals. Also a great checklist for Interns!

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## BLOG:

- Publish or schedule new blog post
- Respond to all comments
- Share your new post on two (2) social media accounts

## INSTAGRAM:

- Publish or schedule daily post and content
- Respond to comments and/or DM's
- Comment on five (5) other accounts

## TWITTER:

- Respond to all mentions and/or DM's
- Engage with VIP's and a few accounts
- Publish a new tweet (could be a simple "good morning" tweet)

## PINTEREST:

- Post any new pin or pin from your old or new blog post(s)
- Repin five (5) to ten (10) pins
- Follow three (3) new accounts

## EMAIL:

- Check and respond to emails
- Organize emails

## OTHER: (extra time)

- Look at other blogs for inspiration
  - Comment on a few other blogs
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- Improve older posts, especially ones that are ranking well
- Update images (make sure they are tag correctly)
- Make a checklist for the following day

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