

DAILY BLOGGING CHECKLIST

Living Loving Learning Academy

DATE:

BLOG: TO DO

- Respond to/approve comments
- Work on new post(s): write/edit, images, credit sources, etc.
- Schedule new posts: 1-3x week
- Share new posts on social media
- Check stats & Google Analytics (weekly) _____
- _____

EMAIL

- Check/respond to important emails (Set 30 minute timer)
- Delete junk emails (Set 10 minute timer)
- _____
- Check/respond to important emails (Set 30 minute timer)
- Delete junk emails (Set 10 minute timer)

GOOGLE+

- +1 and share content from others
- Circle 5-10 new people
- Share link and description to older blog post (1x/week)

FACEBOOK

- Reply to any comments
- Ask a question/comment/reply in a group _____
- Share an old post
- Comment on/like/share another blogger's post
- Schedule 1-2 posts: _____am/pm _____am/pm
- _____
- _____

PINTEREST

- Pin any new posts
- Repin 1-2 old posts (1-2x/week) _____
- Spend 5-10 minutes pinning others posts
- _____
- _____
- _____

STUMBLEUPON

- Stumble any new (or old unstumbled) blog post
- Stumble another blogger's post
- Thumbs up 5-10 pages
- _____
- _____
- _____

TWITTER

- Schedule 2-5 tweets (at least 1 personal life)
- Respond to any tweets or messages
- Schedule 1-2 old posts: _____am/pm _____am/pm
- Retweet 3-5 posts by others
- Follow someone new
- _____
- _____

INSTAGRAM

- Add new post image and short-link
- Follow someone new
- Share a picture from personal daily life
- Share a picture and short-link to old post
- Spend 5-10 minutes liking others pictures
- _____
- _____

OTHER

- Comment on 3-5 other's blog posts (in my niche)
- Improve 1 post from archives & re-publish (1x/month)
- Record any income or expenses
- Check affiliate account balances (weekly) _____
- Review any popular posts-series? (monthly)
- Review start/end dates for any sponsored ads, banners, or other material