

# 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