

YEAR PLAN

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER



WEEKLY PLAN

TITLES

WEEK OF

SUN

MON

TUE

WED

THUR

FRI

SAT

SERIES / CATEGORY

SEO / HASHTAGS

FREE STUFF



SPONSORS

links

SERIES PLAN

SERIES IDEA:

EST. START DAY

CATEGORY

KEYWORDS

SEASON/TIMELINESS

READER PROBLEM

SOLUTION

MAIN IDEA

EXTERNAL LINKS

INTERNAL LINKS

AFFILIATE/SPONSOR

FREEBIES

GIVEAWAYS

POST 1

POST 2

POST 3

POST 4

POST 5

POST 6

POST PLAN

PUBLISHING DATE

TITLE

CATEGORY

TAGS

KEYWORDS

SERIES

MAIN IDEA

IMAGES

HASHTAGS

READER PROBLEM

SOLUTION

CHECKLIST

♥ WRITE POST
♥ EDIT FOR SEO

♥ CREATE & ADD IMAGES
♥ SCHEDULE SOCIAL MEDIA

♥ SCHEDULE POST
♥ EDIT FOR SEO

SOCIAL MEDIA



EXTERNAL LINKS

INTERNAL LINKS

AFFILIATE/SPONSOR

FREEBIES

GIVEAWAYS

♥ SPONSOR COURSE DISCLAIMER

POST CHECKLIST

FOR BLOGGERS

BEFORE

- ♥ CATCHY, KEYWORD-HEAVY TITLE
- ♥ SUBTITLE/ SMALL SECTIONS
- ♥ INTERNAL/EXTERNAL LINKS
- ♥ ADD FEATURE IMAGE
- ♥ ADD TAGS& ALT TEXT TO IMAGES
- ♥ SEO FRIENDLY TEXT
- ♥ KEYWORD IN HEADING
- ♥ KEYWORD META DATA
- ♥ LINK PREVIOUS POSTS
- ♥ CALL TO ACTION BUTTON
- ♥ PROOFREAD

AFTER

- ♥ ANNOUNCE POST TO EMAIL
- ♥ PROMOTE ON FB/FB GROUPS
- ♥ POST ON TWITTER/SCHEDULE REPOST 3/D
- ♥ POST TO PINTEREST
- ♥ CREATE VISUALS
- ♥ SCHEDULE FOR 30 DAYS
- ♥ PROMOTE IN IG/FB STORIES
- ♥ NOTIFY ANYONE LINKED
- ♥ RESPOND TO COMMENTS, SHARES
- ♥ RE-READ, REVISE, REPUBLISH

best
time

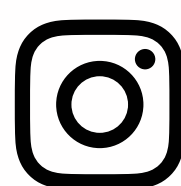
1PM - 4PM

1PM - 3PM

2PM - 4PM
8PM - 1AM

5PM - 6PM

7AM - 9AM
5PM - 6PM



worst
time

8PM - 8AM

8PM - 9AM

5PM - 7PM

12AM - 8AM

10PM - 6AM

DAILY CHECKLIST

FOR BLOGGERS

POST

- ♥ RESPOND TO COMMENTS
- ♥ PUBLISH NEW POST
- ♥ IMPROVE OLD CONTENT
- ♥ COMMENT ON 10 OTHER BLOG POSTS
- ♥ ENSURE LINKS ARE WORKING
- ♥ EDIT AND SCHEDULE TOMORROWS POST
- ♥ CREATE NEW GRAPHICS
- ♥ DRAFT BULLET POINTS FOR NEXT POSTS

FACEBOOK

- ♥ REPLY TO ANY COMMENTS
- ♥ ASK QUESTIONS/ CREATE DISCUSSION
- ♥ SHARE POSTS TO GROUPS
- ♥ UPDATE PAGE INFO
- ♥ JOIN RELEVANT GROUPS
- ♥ SUPPORT OTHER PEOPLE
- ♥ SHARE POSTS AND PINS
- ♥ APPROVE JOIN/FOLLOW REQUESTS

PINTEREST

- ♥ PIN 5 BLOG POSTS
- ♥ REPIN 5 OLD POSTS
- ♥ CRERATE NEW PINABLE IMAGES
- ♥ 10 MINUTES POSTING OTHERS, POSTS
- ♥ SCHEDULE POSTS
- ♥

BLOG

- ♥ RESPOND TO COMMENTS
- ♥ PUBLISH NEW POST
- ♥ IMPROVE OLD CONTENT
- ♥ COMMENT ON 10 OTHER BLOG POSTS
- ♥ ENSURE LINKS ARE WORKING
- ♥ SHARE NEW POST ON SOCIAL MEDIA
- ♥ EDIT AND SCHEDULE TOMORROWS POST
- ♥

INSTAGRAM

- ♥ LIKE AND COMMENT ON 10 RELEVANT POSTS
- ♥ FOLLOW OTHER BLOGGERS AND ENGAGE
- ♥ CREATE NEW HASTAG GROUP
- ♥ SCHEDULE NEW POSTS
- ♥ POST TO STORIES
- ♥
- ♥
- ♥

E M A I L

- ♥ CHECK AND REPLY TO IMPORTANT MAIL
- ♥ DELETE JUNK MAIL
- ♥ UNSUBSCRIBE
- ♥ ORGANIZE INBOX
- ♥ WRITE A NEWSLETTER
- ♥