

## Blog Tasks 2.5 hours

- Answer comments on my blog \_\_\_\_\_
- Work on upcoming posts {writing and images} \_\_\_\_\_
- Send out email newsletters {if a new post is published} \_\_\_\_\_
- Read and comment on at least 5 of my favorite blogs \_\_\_\_\_

## Miscellaneous Tasks 1 hour

- Clean out my inbox and file away emails into action needed, to be read later, no action, etc. \_\_\_\_\_
- Read a book for at least \_\_\_\_\_
- Free write in a paper journal for at least \_\_\_\_\_

## Twitter Tasks 30 minutes

- Respond to mentions \_\_\_\_\_
- Write three - five spontaneous tweets {can be done whenever} \_\_\_\_\_
- Follow at least 10 new people \_\_\_\_\_

## Pinterest Tasks 30 minutes

- Check my favorite pinners to see if there is new content to view and pin \_\_\_\_\_
- Post a new pin related to newly published posts *20mins* \_\_\_\_\_

## Google + Tasks 1.25 hours

- Write one to three posts for my personal profile and page \_\_\_\_\_
- Respond to comments and mentions \_\_\_\_\_
- Check my most important circle to comment and/or share \_\_\_\_\_

## Facebook Tasks 1 hour

- Respond to comments and mentions \_\_\_\_\_
- Write one update to my [page](#) \_\_\_\_\_
- Write one to three updates for my profile {done whenever} \_\_\_\_\_
- Check in with groups \_\_\_\_\_

## LinkedIn Tasks 15 minutes

- Check profile for invites and messages \_\_\_\_\_
- Schedule one post {either blog or curated content} \_\_\_\_\_

## Instagram Tasks 55 minutes

- Post one to three pictures \_\_\_\_\_
- Respond to comments \_\_\_\_\_
- Go through feed and like and comment \_\_\_\_\_

## YouTube Tasks 5 minutes

- Respond to comments and/or mentions \_\_\_\_\_