

*Weekly Focus*

**FACEBOOK**

**DAILY TASKS**

- Post at least 2x
- Remember: Mix Up The Media:  
(Videos, Text, Photos, Links)
- Reply To All Comments
- Use Facebook As Your Page:  
Like 5 Pages  
Leave 5 Thoughtful Comments  
Like 5 Statuses

**WEEKLY TASKS**

- Share a Page Post to Your Personal Profile
- Advertise Your Business
- Run a Facebook Page Ad
- Review Your Insights & Analytics  
(See What's Working and What's Not)

"Dream Big. Set Goals. Take Action."

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			#tbt - Throwback Photo	
Text Status: Quote				
	Share Image from Another Page			Tell a Story
		Promote Your Business: Article, Product, Service Special Offer/Discount		
			Share Short Video	
Share a Page Post to Your Personal Profile	Post an Industry Article			Share Your Blog Post
		Branded Image Quote		
	Write 3 Helpful Tips			

*Brilliant Ideas*

*Notes*

*To Do*

*Weekly Focus*

*"Dream It. Wish It. Do It."*

**INSTAGRAM**

**DAILY TASKS**

Post at least 1x Daily:  
Mix up the Media

Reply to All Comments

Follow 5 Accounts  
Like 10 Pics  
Like 10 Pics with Relevant  
Hashtags  
Leave 5 Comments

**Weekly Tasks**

Promote Your Business

Test New Hashtags

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Personal Picture

Business Tip

Inspirational Quote

Promote Your  
Business:  
Service, Offer,  
Discount

Share a Video

*Brilliant Ideas*

*Notes*

*To Do*

*Weekly Focus*

**TWITTER**

**DAILY TASKS**

Post at least 2x Daily:  
1 Text + 1 Image

Reply to All Tweets

Follow 10 Accounts  
Favorite 10 Tweets  
Retweet 1 Tweet  
Reply to 1 Tweet

**Weekly Tasks**

Promote Your Business

Join a Twitter Chat

Test New Hashtags

*"The Best Is Yet To Come"*

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Article with  
Custom Image

Share Industry  
Article

Inspirational Quote

Share a Free  
Offer/Resource

Share your Blog Post

Custom Image  
Quote

Promote Your  
Newsletter

Post a Personal  
Quote

Promote Your  
Business:  
Service, Offer,  
Discount

Share Personal Photo

*Brilliant Ideas*

*Notes*

*To Do*