

# to do list

## DAILY

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- Create a To Do List for the day and schedule times for each item.
  - Reply to comments.
  - Write a blog post or brainstorm blog post topics.
  - Comment on other blogs.
  - Pin an image from your blog.
  - Tweet a blog post.
  - Follow an ideal reader on Instagram.
  - Proofread tomorrow's blog post.
  - Respond to email inquiries.
  - Spend a few minutes being active in at least one blogging Facebook group.
  - Create a To Do List for tomorrow.
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## BLOG POST

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- Choose, resize inline images
  - Choose, resize featured pic
  - Pinterest post
  - Resize to 300x450 for inline pinterest post
  - Instagram image
  - FB image
  - Work on content upgrades / brainstorm new
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## MONTHLY

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- Review last month's goals.
  - Create new goals for the month.
  - Back up your website.
  - Promote your top posts from the previous month.
  - Fix broken links using a plugin like Broken Link Checker.
  - Update or remove old blog posts that don't fit with your brand.
  - Fill in your editorial calendar with posts and newsletters for the month.
  - Brainstorm content upgrades and digital products to create this month.
  - Pay monthly expenses and review your blogging budget for the month.
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