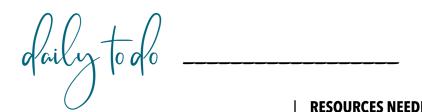


DAILY	
o Create a To Do List for the day and schedule times for each item.	
o Reply to comments.	
o Write a blog post or brainstorm blog post topics.	
o Comment on other blogs.	
o Pin an image from your blog.	
o Tweet a blog post.	
o Follow an ideal reader on Instagram.	
o Proofread tomorrow's blog post.	
o Respond to email inquiries.	
o Spend a few minutes being active in at least one blogging Facebook group.	
o Create a To Do List for tomorrow.	
BLOG POST	
o Choose, resize inline images	
o Choose, resize featured pic	
o Pinterest post	
o Resize to 300x450 for inline pinterest post	
o Instagram image	
o FB image	
o Work on content upgrades / brainstorm new	
MONTHLY	
o Review last month's goals.	
o Create new goals for the month.	
o Back up your website.	
o Promote your top posts from the previous month.	
o Fix broken links using a plugin like Broken Link Checker.	
o Update or remove old blog posts that don't fit with your brand.	
o Fill in your editorial calendar with posts and newsletters for the month.	
o Brainstorm content upgrades and digital products to create this month.	
o Pay monthly expenses and review your blogging budget for the month.	



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	COMMENTS ON SM/INTERACTS
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	IMAGE WORK
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