



20 MINUTE
PER DAY
CHECK LIST



How To Use

This document highlights the tasks that I perform each day, which helps me to:

- ✓ Grow my following on Facebook, Twitter & LinkedIn
- ✓ Engage with my target market
- ✓ Attract leads into my Sales Funnel
- ✓ Develop stronger relationships with my Centres of Influence

Having a **Daily Task List** for us to follow keeps procrastination at bay, and ensures that we are focussing on our core objectives, which centres around generating leads and/or sales.

Use this template as a guide for your own daily activity.

Feel free to change and tweak it to your liking.



20 Mins Per Day Checklist

Twitter Activity

Task	Done? (tick)
Check 'Notifications' Tab	
Reply to any outstanding conversations	
Run searches to check for leads (use Twilert?)	
Have 5-10 conversations with leads or followers	
Add Target Market w/ ManageFlitter	
Perform the follow / unfollow routine	
Interact with 5x Centres of Influence	
Retweet / Reply / @Mention	
Other:	
Other:	

Facebook Activity

Task	Done?
Check for Notifications	
Reply to any outstanding conversations	
Interact with 5x Centres of Influence	
Monitor FB Advertising	
Other:	
Other:	



LinkedIn Activity

Task	Done?
Check for Notifications	
Reply to any outstanding conversations	
Like / Comment on a handful of status updates	
Comment in 3x Groups	
Add Target Market w/ Search Function	
<i>Other:</i>	
<i>Other:</i>	



Additional Time

Additionally, I would advise that you spend a little extra time, on the following activities:

Once Per Week: **30 – 60 Minutes**

Content Creation – create content for the following week (Monday – Sunday) and schedule in HootSuite.

Centres of Influence – spend some additional time interacting a little more with 1 or 2 of your most significant Centres of Influence.

Review Competitors – scan over your ‘Competitors’ list in Twitter to review what your competitors are doing.

Once Per Month: **1 – 2 Hours**

Top Up Knowledge – educate yourself on any changes which may have occurred on the social media platforms you use.

Review Other Platforms – is your target market starting to use a different platform? Should you start creating a presence there too?