



## DAILY SOCIAL MEDIA CHECKLIST - THE POWER OF THREE

*These tasks are divided between general daily tasks you should aim for and specific tasks per major social network.*

### **Most Important Daily Tasks:**

- ☐ Review status updates maximum 3 times per day (15 minutes at a time)
- ☐ Ask 3 questions - in separate social networks
- ☐ Answer at least 3 questions, whether directed to you or in general
- ☐ Comment on or reply to at least three status updates
- ☐ Add at least 3 new contacts or follow new people
- ☐ Add at least 3 status updates of your own

### **Suggested Top Three Activities for Different Networks**

#### **Twitter:**

- ☐ Schedule at least 3 tweets, retweets, or links to share (can schedule this for whole week at once)
- ☐ Reply to at least 3 people
- ☐ Follow at least 3 new people

#### **Facebook:**

- ☐ Post at least 3 status updates (can schedule this to some extent)
- ☐ Comment on and "like" at least 3 status updates
- ☐ Share at least 3 images (can share other people's, doesn't have to always be yours)

#### **LinkedIn:**

- ☐ Comment on posts in at least 3 groups
- ☐ Add 3 new contacts
- ☐ Add at least 3 new status updates of your own (general or in groups)

#### **Google+:**

- ☐ Post at least 3 updates
- ☐ Comment on and/or +1 at least 3 other people's updates
- ☐ Add at least 3 new people to your circle