



DAILY SOCIAL MEDIA CHECKLIST

wishpond

CHECK ALL SOCIAL MEDIA PLATFORMS

REPLY TO CUSTOMER COMMENTS & REPLIES

FOLLOW SOCIAL MEDIA INFLUENCERS

CHECK YOUR BRAND MENTIONS

MONITOR BRANDED KEYWORDS AND PHRASES

UPDATE YOUR SOCIAL MEDIA CONTENT

SCHEDULE YOUR SOCIAL MEDIA UPDATES



WEEKLY SOCIAL MEDIA CHECKLIST

wishpond

SCHEDULE YOUR SOCIAL MEDIA CONTENT

REVIEW SOCIAL MEDIA STATISTICS

WEEKLY GOAL CHECK-IN

EMPLOYEE ADVOCACY ON SOCIAL MEDIA

NOTES:

Large empty light blue rectangular area for taking notes.





MONTHLY SOCIAL MEDIA CHECKLIST

wishpond

SOCIAL MEDIA AUDIT

SOCIAL MEDIA STRATEGY

KEY PERFORMANCE INDICATORS

PLAN AHEAD FOR NEXT MONTH

UPDATE ADS AND MARKETING CAMPAIGNS

NOTES:

