

# Weekly Focus

“Dream Big. Set Goals. Take Action.”

## FACEBOOK

### Daily Tasks

Post at least 2x daily  
Remember: Mix up the media:  
(Videos, Text, Photos, Links)

Reply to all comments

Use Facebook as your page:  
Like 5 pages  
Leave 5 thoughtful comments  
Like 5 statuses

### Weekly Tasks

Share a page post to your  
personal profile

Advertise your business

Run a Facebook page ad

Review your insights and analytics  
(see what's working and what's not)

M	T	W	T	F
Text Status: Quote			#tbt: Throwback Photo	
	Share image from another page			Tell a story
		Promote Your Business: Article, Product, Service Special Offer/Discount		
			Share a short video	
Post an industry article		Branded Image Quote		
	Write 3 helpful tips			Share your blog post
	<i>Notes</i>	<i>To Do</i>		

### Brilliant Ideas



“Action Expresses Priorities.”

# Weekly Focus

## INSTAGRAM

### Daily Tasks

Post at least 1x daily  
Remember: Mix up the media:  
(Videos, Text, Photos, Links)

Reply to all comments

Follow 5 accounts  
Like 10 pics

Like 10 pics with relevant hashtags  
Leave 5 comments

### Weekly Tasks

Promote your business

Test new hashtags

	M	T	W	T	F
Personal Picture					
					Promote Your Business: Article, Product, Service Special Offer/Discount
			Business Tip		
				Share a short video	
		Inspirational Quote			
<i>Brilliant Ideas</i>	<i>Notes</i>		<i>To Do</i>		

*Brilliant Ideas*

*Notes*

*To Do*

# Weekly Focus

"A Goal Without A Plan Is Just A Wish."

## TWITTER

### Daily Tasks

Post at least 2x daily:  
1 Text + 1 Image

Reply to all Tweets

Follow 10 Accounts  
Favorite 10 Tweets  
Retweet 1 Tweet  
Reply 1 Tweet

### Weekly Tasks

Promote your business  
Join a Twitter chat  
Test new hashtags

	M	T	W	T	F
	Article with custom image			Promote your newsletter	
		Inspirational Quote			Post a personal quote
			Share industry article		
				Share personal photo	
	Share a free offer/resource		Custom Image Quote		Promote Your Business: Article, Product, Service Special Offer/Discount
		Share your blog post			
<i>Brilliant Ideas</i>	<i>Notes</i>	<i>To Do</i>			

*Brilliant Ideas*

*Notes*

*To Do*