

Pinterest Daily Activity

Task	Time Alotted	Time Scheduled
3 New Pins / Repins	5 minutes	8:45 a.m.
Thank Repinners	5 minutes	8:50 a.m.
Comment on Pins we Follow	5 minutes	8:55 a.m.

Twitter Daily Activity

Task	Time Alotted	Time Scheduled
Source Material for Posts Alltop Religion, Fox News, Freep, CNN	10 minutes	9:00 a.m.
Schedule posts for day	5 minutes	9:10 a.m.
Follow new people based on keyword research	5 minutes	9:15 a.m.
Reply to tweets	5 minutes	As needed

Facebook Daily Activity

Task	Time Alotted	Time Scheduled
Delete Spam from Page	5 minutes	As notifications are emailed
Respond/Like Comments	5 minutes	9:20 a.m.
"As Page" Visit Newsfeed / Like / Comment	10 minutes	9:25 a.m.
Find a "Noon Share" to come back for	5 minutes	12:00 p.m.

LinkedIn Daily Activity

Task	Time Alotted	Time Scheduled
Source and schedule updates for the day	10 minutes	9:30 a.m.
Make updates to the company page	5 minutes	9:40 a.m.
Comment in relevant industry/professional groups	5 minutes	9:45 a.m.