

Post Planner

POST TITLE _____

SPONSOR/AFFILIATE _____

DRAFTED EDITED PUBLISHED

POST CATEGORY _____







PUBLISH DATE _____

CALL TO ACTION _____

CONCEPT

OUTLINE

PROMOTION

		 INSTAGRAM <input type="checkbox"/>
		 FACEBOOK <input type="checkbox"/>
		 TWITTER <input type="checkbox"/>
		 PINTEREST <input type="checkbox"/>
		 YOUTUBE <input type="checkbox"/>
		 EMAIL LIST <input type="checkbox"/>

CHECKLIST

- | | |
|--|---|
| <input type="checkbox"/> FINALIZE CONCEPT | <input type="checkbox"/> WRITE KEYWORDS AND TAGS |
| <input type="checkbox"/> OUTLINE DRAFT | <input type="checkbox"/> CREATE GRAPHICS AND PROMOTIONAL IMAGES |
| <input type="checkbox"/> WRITE DESCRIPTION | <input type="checkbox"/> PUBLISH |
| <input type="checkbox"/> WRITE DRAFT POST | <input type="checkbox"/> SCHEDULE PINS |
| <input type="checkbox"/> EDIT POST | <input type="checkbox"/> PROMOTE ON INSTAGRAM |
| <input type="checkbox"/> ADD PHOTOS | <input type="checkbox"/> EMAIL BLAST |
| <input type="checkbox"/> COLLECT, ADD AND TEST LINKS | <input type="checkbox"/> RESPOND TO BLOG COMMENTS |
| <input type="checkbox"/> WRITE META DESCRIPTION | <input type="checkbox"/> CHECK STATS WEEKLY |

LINKS

KEYWORDS

NOTES
