

## DAILY BLOG TASKS

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- Review my day's "to do" list and craft a plan of attack.
- Brainstorm and outline a blog post idea or work on writing a post.
- Create and pin original content to Pinterest.
- Pin or repin content from other people that is of interest to my audience.
- Tweet a post from my blog.
- Tweet or retweet useful content from other people.
- Follow/tweet one new person who is an ideal reader of my blog.
- Update my Google+ and Facebook pages with original or useful content.
- Post useful content to my LinkedIn, Instagram, and any other accounts.
- Respond to comments on my blog and social media accounts.
- Respond to email inquiries or comments. Reply with some free tips.
- Prepare any images or text for tomorrow's social media promotions.
- Edit and schedule any blog post(s) being published tomorrow.
- Record any income or expenses in a spreadsheet or accounting software.
- Review my day and reflect on positive accomplishments.
- Set my schedule and "to do" list for tomorrow.

## WEEKLY BLOG TASKS

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- Clean my email inbox. Make sure I've responded to all reader/client emails.
- Check my website analytics for any important changes or statistics.
- Review my blog for any pages or images I need to tweak.
- Verify that all income and expenses for the week are recorded.
- Check business bank accounts and affiliate account balances for accuracy.
- Send or re-send any invoices for blog ad space or freelance work.
- Record any mileage I drove for my blog business this week. [tax deduction]
- Start promoting, or continue to promote, any major upcoming events/items.
- Plan, or continue to develop, any promotions, giveaways, or special features for next week and next month.
- Plan and write content or create images and products for my email list.
- Schedule/queue key social media updates for next week.
- Research and read other sources in my niche.
- Research or read articles that will help me grow as a blogger.
- Think of one new way to promote my blog and brand next week.
- Set a posting schedule for next week on my editorial calendar.
- Review my week and reflect on positive accomplishments.
- Set blog goals and schedule related tasks for next week.

# MONTHLY BLOG TASKS

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- Audit/clean my blog of old posts that don't fit my audience or brand anymore.
- Audit/clean my blog of any links that don't work.
- Audit my blog for any old posts that should link to newer posts or affiliate accounts. Only add links that are relevant and valuable to my readers.
- Print a monthly web traffic report to track changes and set new blog growth goals.
- Review any popular posts to see if they make a good fit for a series.
- Change blog ads, banners, or promotional images as necessary.
- Set a guest posting plan for next month and contact applicable people.
- Read through and modify my blog business plan as necessary.
- Restock all office supplies and/or get myself a treat for blogging so hard this month.
- Review the month's budget and income to make sure I'm on track.
- Pay all monthly expenses and set a budget for next month.
- Set aside a percent of any income for tax and savings purposes.
- Plan and continue to develop any promotions, giveaways, or special features for next month.
- Solicit feedback as necessary (once every few months) from readers and clients on ways to provide the utmost value from my blog and business.
- Plan a surprise or unexpected gesture of kindness for at least one reader or customer.
- Set my editorial calendar for next month.
- Reflect on my month and any positive accomplishments.
- Set blog, brand, and business goals for next month.