



## DAILY

- Check your notifications
- Engage with your network
- Write down ideas

## WEEKLY

- Batch create content
- Share articles and resources
- Schedule your posts
- Send 3-5 LinkedIn invitations to connect



## MONTHLY

- Update your online presence
- Plan future content
- Attend one networking event
- Keep in touch with your network



## QUARTERLY

- Analyze metrics
- Write one piece of content

