

# Daily Facebook Checklist

## Respond to New Activity Since Last Login

- ✓ Answer all new messages.
- ✓ “Like” all new posts since last login.
- ✓ Share appropriate business page posts on your personal timeline.
- ✓ Send thank you message to all new “likes”.
- ✓ Make comments on any new posts.
- ✓ Respond to any and all post comments.
- ✓ Check the notifications feed to look for items you need to respond to or share. Mark everything as “read” once you finish so you know where you are next time you log in.

## Build Your Audience

- ✓ Send 5 new friend requests to people in your target market.
- ✓ Invite any new friends to like your business page

## Find New Content to Share / Model

Check the Pages Feed and

- ✓ Share any appropriate posts to your business page with a comment or save them for later
- ✓ Look for posts you’d like to model and save them. Or forward them to your Facebook administrator if you want to model what they are doing, or have them scheduled to post to your page at a different time.