



YOUR DAILY DIGITAL MARKETING CHECKLIST

Digital marketing can take up a lot of your time if you're unsure what needs to be taken of on a day to day basis. To help you keep everything in order, use the daily digital marketing checklist below!

MTWFT

TASKS:

- ✓ Monitor social channels
- ✓ Log into your Google My Business page (check business information and suggested edits)
- ✓ Engage on social channels (responds to comments, like shares, etc.)
- ✓ Schedule social media posts
- ✓ Go through social platforms and website to make sure information is up-to-date
- ✓ Create new content (blogs, emails, social posts, etc.)
- ✓ Invite people to like your social pages.
- ✓ Manage and respond to review.
- ✓ Check your Google analytics
- ✓ Watch for updates and changes made to platforms your business uses.
- ✓ Monitor your competition
- ✓ Track your followers count across different platforms.
- ✓ Monitor you ad campaigns and see which ads are performing well (lowest cost per result)

