

POST PLANNER

POST TITLE: _____

POST CATEGORY _____

SPONSORS/AFFILIATES : _____

PUBLISH DATE _____

PROGRESS

Drafted

Edited

Published

CALL TO ACTION _____

CONCEPT

OUTLINE

PROMOTE

Instagram post



Pinterest pins



YouTube Video



Facebook post



Email to subscribers



CHECKLIST

DESCRIPTION

- Concept finalized
- Outline drafted
- Write up description
- Write up draft blog post
- Edit, cut and finalize post
- Edit and add photos
- Collect, add & test links
- Draft Meta Description
- Keywords & Tags
- Graphics/images to promote
- Publish!
- Make and schedule Pins
- Promote on Instagram
- Send out email blast
- Respond to blog comments
- Check stats (1 week)

LINKS

KEYWORDS/TAGS

NOTES

_____	_____	_____
_____	_____	_____
_____	_____	_____