



Daily Digital Marketing Checklist

- **Monitor Social Channels**
- **Log Into Your Google Business Profile**
(Check Business Information and Suggested Edits)
- **Engage on Social Channels**
(Respond to Comments, Like Shares, Etc.)
- **Schedule Social Media posts**
- **Check Social Platforms & 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 Reviews**
- **Check Your Google Analytics**
- **Watch for Updates & Changes Made to Platforms Your Business Uses**
- **Monitor Your Competition**
- **Track Your Follower Count Across Different Platforms**

