

DAILY

- Check notifications
- Respond to comments, questions or reviews

WEEKLY

- Post or schedule posts
- Invite visitors to like and follow your page

MONTHLY

- Plan your monthly posts
- Create content calendar
- Consider social media ad strategy

QUARTERLY

- Update your profile photo and company About section, as needed
- Keep track of social media campaign performance

YEARLY

- Conduct overall review of platform page and social media strategy

