



FACEBOOK PAGE TO DO DAILY

- Post an update on your wall
- Check your page wall for people's comments and respond to them
- Check the Events/Notes/Review/Feedback and/or Video tab and respond to any comments
- Check the Discussion Tab and respond to any comments
- Change your page profile picture

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FACEBOOK PAGE TO DO WEEKLY

- Check the ad's that you have running - are they getting results? Modify if needed
- Change your profile picture ★
- Add in any new events/discussion topics
- Look for relevant articles to post for the following week
- Write your posts for the following week
- Put your posts on Sendible.com ★
- Check your page insights, how are you tracking vs goals?
- Fill in the results of your posts on your daily updates sheet so you can see what is working

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★ As needed