

Social Media Checklist



Login to the ReallySocial software to check messages, approve content and view reports

ReallySocial

DAILY

- Reply to messages
- Reply to comments
- Like posts from the feed
- Check DM's & Requests
- Re-share story mentions
- Re-tweet any tweets
- Check listening tool

WEEKLY

- Create a story theme
- Follow/Like accounts
- Approve content
- Send content/ideas
- Check Facebook @ Work

MONTHLY

- Look/Plan using event calendar
- Plan photos/video to be taken
- Analyse reports
- Advertising plan for month
- Facebook events if needed
- Any local activity/partnership