

01

TODAY'S PRIORITIES

What needs my attention today?

- ☐ 1.
- ☐ 2.
- ☐ 3.

ADDITIONAL NOTES

02

TODAY'S CONTENT

What am I publishing today?

- ☐ Feed post
- ☐ Reel
- ☐ Stories
- ☐ Email / Newsletter
- ☐ Other
- ☐ Nothing scheduled

TODAY'S CONTENT (from my Weekly Content Package)

Recommended posting time:

- ☐ Asset ready
- ☐ Caption ready
- ☐ CTA ready
- ☐ Native details added
- ☐ PUBLISHED

03

AFTER I POST

Stay responsive. Build relationships. Be present.

- ☐ Check the live post
- ☐ Respond to comments
- ☐ Respond to relevant DMs
- ☐ Engage with my audience
- ☐ Note questions / feedback

SOMETHING MY AUDIENCE TOLD ME TODAY

04

BUSINESS FOLLOW-UP

Turn visibility into opportunity.

- ☐ New inquiry
- ☐ Potential client
- ☐ Current client
- ☐ Proposal / estimate
- ☐ Invoice / payment
- ☐ Past client
- ☐ No outstanding follow-up

FOLLOW UP WITH

NEXT ACTION

05

CAPTURE + PREPARE

Save what matters. Fuel future content.

- ☐ Photo / video worth using
- ☐ Client question
- ☐ Testimonial / result
- ☐ Content idea
- ☐ Behind-the-scenes moment
- ☐ Service update
- ☐ Add to Source Material

CAPTURE TODAY

FOR TOMORROW

TODAY'S SCHEDULE

6 AM

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

NOTES / IDEAS / CAPTURE

TOMORROW STARTS WITH

☐

☐

☐

END OF DAY CHECK

Close the loop. Create momentum.

☐ Content handled

☐ Important responses handled

☐ Follow-ups handled

☐ Useful material captured

☐ Tomorrow prepared