

DAILY 5

PLAN | PUBLISH | RESPOND | FOLLOW UP | PREPARE

DATE

MOBILE
EDITION

M

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W

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F

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S

01

TODAY'S PRIORITIES

What actually needs my attention?

☐

☐

☐

02

TODAY'S CONTENT

What am I publishing today?

☐ Feed

☐ Stories

☐ Reel

☐ Email

TODAY'S PIECE

POST:

☐ READY

☐ LIVE

TODAY'S SCHEDULE

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

03

AFTER I POST

Stay responsive. Stay present.

☐ Check live post

☐ Engage

☐ Comments / DMs

☐ Capture feedback

AUDIENCE SIGNAL

04

BUSINESS FOLLOW-UP

Move the right conversation forward.

☐ Inquiry

☐ Proposal

☐ Client

☐ Invoice

FOLLOW UP WITH

NEXT ACTION

NOTES / IDEAS / CAPTURE

05

CAPTURE + PREPARE

Save what matters. Make tomorrow easier.

☐ Photo / video

☐ Testimonial

☐ Client question

☐ Content idea

SAVE / PREPARE

TOMORROW

TOMORROW STARTS WITH

☐

END OF DAY

Close the loop. Leave tomorrow lighter.

☐ Content handled

☐ Responses handled

☐ Follow-up handled

☐ Tomorrow prepared