

WEEKLY LINKEDIN CHECKLIST

Monday

- CLEAR NOTIFICATIONS
- 3 LIKES/ 2 COMMENTS
- POST INDUSTRY ARTICLE
- SCAN 3 GROUPS
- ARTICLE WORK

Tuesday

- CLEAR NOTIFICATIONS
- 3 LIKES/ 2 COMMENTS
- SHARE POST RE: SERVICE
- POST 1 GROUP UPDATE
- SEND 3 INVITES

Wednesday

- CLEAR NOTIFICATIONS
- 3 LIKES/ 2 COMMENTS
- PROFPERSONAL SHARE
- VISIT 3 GROUPS
- SEND 3 INVITES

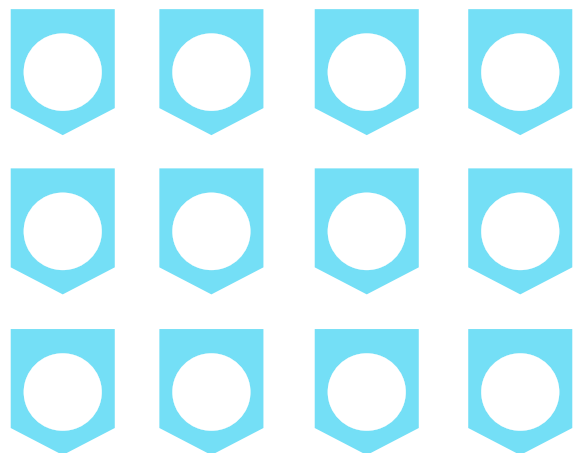
Thursday

- CLEAR NOTIFICATIONS
- 3 LIKES/ 2 COMMENTS
- POST VIDEO/PHOTO
- POST 1 GROUP UPDATE
- SEND 3 INVITES

Friday

- CLEAR NOTIFICATIONS
- 3 LIKES/ 2 COMMENTS
- REVIEW PROFILE VISITS
- RESEARCH MEETINGS
- HIGH-5 YOU RESELF

Connection Invites/Accepted



WEEKLY LINKEDIN CHECKLIST

CLEAR NOTIFICATIONS

Turn off your notifications and only process any network engagement once a day

ENGAGE WITH NETWORK

Scroll through your newsfeed and like/comment on your network's content

POSTING CONTENT

Share articles about your industry, products/services, or other activities. Post videos or photos as well.

CONNECTIONS INVITES

Invite people you know or meet at events. Also invite aspirational contacts who you'd like to know.

ARTICLE WORK

Publish one LinkedIn Publisher article every month.
Work on it a little every week.

RESEARCH MEETINGS

Look up the individuals that you are meeting so that you can go into those conversations fully prepared.

REVIEW PROFILE WORK

Polish up one part of your profile every week. Everything from the banner image to summary to skills.