Daily Influencer Checklist for Your Intern

Share this daily list with your social media manager, intern, or assistant so they can help you build your brand online.



SOCIAL MEDIA

- [ ] Help with responding to comments on most recent posts across all social media profiles and blog (especially VIPs)
- [ ] Leave at least five (5) to ten (10) thoughtful comments on other Instagram profiles, other blogs, and Facebook posts
- [ ] Help with responding to DM's (or as many as you can)
- [ ] Help with responding to questions on recent and past Instagram or Facebook post
- [ ] Comment on at least three (3) to seven (7) trending posts
- [ ] Comment on at least three (3) to seven (7) post with relevant hashtags to the brand
- [ ] Spend a few minutes a day repining images on Pinterest

CONTENT CREATION

- [ ] Help with creating and editing blog posts
- [ ] Update one old blog posts, check for outdated and broken (affiliate) links (Goal should be two to four blog posts a month)
- [ ] Take and help with editing photos
- [ ] Help with creating pinable images for Pinterest
- [ ] Publish posts to Instagram (Instagram should automatically link to Facebook)
  https://www.checkli.com/checklists/viewro/603d087e0a0be

MARKETING

- [ ] Help with responding to emails
- [ ] Help with brand promotions
- [ ] Help with pitching to potential brand
- [ ] Send out marketing emails and campaigns

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