

Weekly Social Media Manager Tasks

Facebook



- Like 5 posts in feed
- Comment on 2 posts
- Share 2 Related posts
- Add 5 pages to feed
- Join 1 related group
- Share 1 Pinterest Board

Twitter



- Post 1 tweet a day
- Heart 15 posts in feed
- Retweet 5 with comment
- Retweet 15 related posts
- Like 30 related pages
- Share 1 Pinterest Board

LinkedIn



- Accept all invites
- Invite 20 target industry
- Invite 15 from leadlists
- Follow 10 company pages
- Share business posts
- Share blogs to feed
- Share 1 Pinterest Board

Google+



- Like 30 posts in feed
- Comment on 10 posts
- Share 5 Related posts
- Add 10 pages to feed
- Join 3 related network
- Share 1 Pinterest Board

Instagram



- Post 1 photo a day
- 30 Likes in #searches
- Follow 15 new people
- Comment on 10 posts
- Like 30 images in feed
- @tag image locations

Pinterest



- Create 3 new boards
- 50 Repins to your boards
- Pin weekly blog images
- Follow 20 Pinners
- Pin Instagram Images

Reddit



- 1 Thread a day
- Create a Subreddit Group
- Monitor Threads
- Participate in 10 threads

Blog



- 1 Blog and 2 Snippets
- Monitor blog comments
- Follow 10 industry blogs
- Follow 5 local blogs
- Comment on 10 blogs