

DAILY LINKEDIN ACTIVITY CHECKLIST – 5-15 Minutes a day

- ☐ Check messages, respond as needed
- ☐ Check network connection requests, accept or ignore, message accordingly
- ☐ Check notifications and respond accordingly
- ☐ Post one piece of original text only content (see separate Content Strategy document)
- ☐ Check who has viewed your profile and message interesting profiles accordingly.
- ☐ Go through news feed and Like & Comment on no more than one or two posts (repeat if possible later in day too).
- ☐ Keyword search your main search topics, click on the content tab and see if anything is of interest enough to like/comment or to look at profiles of people with interesting posts or companies to follow.
- ☐ Reach out to re-connect with at least one person in your network
- ☐ Look at 10 profiles from your saved search lists (you may have to go to your inbox to do this) or find more if you have exhausted the lists for the week. If person is of real interest, i.e. a high value connection to have look for a way to interact with them by looking at their posting activity and liking, commenting or sharing.
- ☐ Check one group for activity and like / comment on one post of interest and relevance

Watch this instruction video on YouTube that will walk you through each step

<https://youtu.be/H5iJPpR5cl8>

