



# Get Your Social Media Organized



## Social Media Channels

List the social media channels that you currently utilize.

_____	_____
_____	_____
_____	_____
_____	_____

## Frequency

List the social media channels from above and determine what days you will schedule or engage on those channels. Determine how many posts per day you will post to that channel. Finally write any additional notes you want to keep in mind when posting or engaging.

Social Media Channel	Days of the Week	# of Posts Per Day	Scheduled Engagment Time	Other (hashtags, follows, etc)