

DAILY PRODUCTIVITY PLANNER

TODAY THOUGHT

TO-DO LIST

- 1 Research keywords for new or old blog
- 2 Update abc blog post
- 3 Check Google Docs for unfinished blogs and finish writing
- 4 Design pinterest pins on Canva
- 5 Schedule pinterest pins on Tailwind or pinterest
- 6 Link new blogs to the old ones
- 7 Make new resource page
- 8 Make a freebie on canva
- 9 Make a weeks reels for IG
- 10 Write a blog
- 11 Publish checklist check of the blog
- 12 Promote the blog
- 13 Read others blog and comment, collect some backlinks
- 14 create a widget
- 15 work towards email list
- 16 work towards email list

SCHEDULE TODAY

TOP PRIORITIES

- Write a blog
- Design pinterest pin on Canva
- promote the blog

MORE CAN DO

- Final edits of the blog
- Check analytics for the website
- Read others blog and comment
- Pending: Photos sorting and keywords checking, final proof reading
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MEMO

XYZ Blog to publish on 1st Sept.

DAILY REFLECTION

Take one task daily
Write 100 words daily

DAILY PRODUCTIVITY PLANNER

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TOP PRIORITIES

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