

LinkedIn: Workflow Tips

DAILY

- ☐ Read your **newsfeed** to stay in touch with connections, news, and thought leadership.
- ☐ Respond to **invitations** to build your network and send ones to connect to new contacts.
- ☐ Prep for meetings by reviewing **profiles** beforehand.



WEEKLY

- ☐ Search the networks of new **connections** for possible new contacts.
- ☐ Review the results of **searches** to find networking opportunities.
- ☐ Catch up on what's happening in your key **groups**.



MONTHLY

- ☐ Identify new connections through **search, company pages, and groups**.
- ☐ Review your **profile** for new details to add.
- ☐ Update your **visual gallery** to include new content.

