



FIRST FINANCIAL
GROUP

LinkedIn Daily Habits

Integrating LinkedIn into your Daily Routine.

The key to success with Digital Marketing is to incorporate daily habits. Below are suggested Time Blocks & Tasks to help you make LinkedIn & Digital Marketing a part of your Daily Routine:

Monday ~45 minutes

Minutes	Task	Completed?
5	Check your LinkedIn Notifications & Home Page <ul style="list-style-type: none">• Comment, like and/or share anything of interest to you.• TIP: Look for job updates / changes.	<input type="checkbox"/>
5	Customize / Schedule Social Media Post	<input type="checkbox"/>
20	Messaging: ABC's to Networking & message follow-up	<input type="checkbox"/>
10	Advanced Searches (run / check)	<input type="checkbox"/>
5	Review profiles for upcoming meetings	<input type="checkbox"/>

Tuesday – Thursday ~ 15 minutes

Minutes	Task	Completed?
2	LinkedIn Notifications & Home Page	<input type="checkbox"/>
3	Schedule Social Media Post	<input type="checkbox"/>
5	Review profiles for upcoming meetings	<input type="checkbox"/>
5	Messaging	<input type="checkbox"/>



Friday ~ 50 minutes

Minutes	Task	Completed?
2	LinkedIn Notifications & Home Page	<input type="checkbox"/>
3	Schedule Social Media Post	<input type="checkbox"/>
20	Build Introduction Lists for next week's meetings	<input type="checkbox"/>
5	Connect with people you have meetings schedule with over next 2 weeks	<input type="checkbox"/>
20	Messaging	<input type="checkbox"/>