

Daily Content Planner

Once you have completed your monthly plan, it's important to stay on top of your daily tasks.

Set aside some time each week to work on your schedule for the next week. This allows you to start the new week with a plan of action so you get more accomplished.

The following pages contain room for 31 days of planning. With them, you can plan:

- **Product/Affiliate Promotions:** Promotions for your products or those you promote via affiliate links.
- **Product Development Tasks:** If you're creating a new product, or even researching ideas for one, this is where you'll document the steps you need to take.
- **Content to Publish:** Full content pieces you'll be publishing, as well as emails you will be sending.
- **Social Media:** Document what content you'll be posting to which social media platform. If you've scheduled it ahead of time, just say it's done!

In addition to that, you have space for:

- **Who to Reach Out to:** Growing your business is all about connections. People you can promote and who can promote you. Whether it's by working together on a project, sharing each other's content, interviewing or getting interviewed...there are many ways to connect. Try to reach out to someone new or make a plan with an established contact each day.
- **Content Reshare/Repurpose:** Reshare older pieces of content that were popular. Give it to your affiliates to share when promoting your business. Think of ways you can repurpose it.
- **Notes:** Make note of any concerns or feedback you receive from your team members. Are your customers asking similar questions? If so, document them so you can find a way to address their concerns before they ask. Are your affiliates requesting coupons or new promos to share? Make a note so you can get them created.
- **New Ideas:** Throughout the day, write down any new ideas that come to mind. Just a few words to remind you, so you can take more time to research them later on.

Planning ahead and working with your planner each day allows you to better focus on the things that require your personal attention.

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