

# INSTAGRAM

# CHECKLIST



PLAN.MAKE.DO

## DAILY

- POST A STORY OR TWO
- REPLY TO A COMMENT
- REPLY TO ALL DM'S
- WRITE A COMMENT
- HAVE A SCROLL
- SAVE SOMETHING
- SHARE SOMETHING

## WEEKLY

- POST ON THE FEED X 3+
- CHECK YOUR STORY INSIGHTS
- SHARE 2 x FAVE ACCOUNTS
- REACT TO STORIES
- HAVE A DM CHAT
- SAVE FAVE POSTS FOR LATER
- FOLLOW NEW FOLLOWERS

## MONTHLY

- CHECK ALL YOUR INSIGHTS
- NOTE DOWN WHAT WORKED
- NOTE DOWN WHAT DIDN'T
- ADD TO YOUR HIGHLIGHTS
- UPDATE LINKTREE
- REVIEW WHAT SOLD WELL
- MAKE A NEW LEAD/CONTACT

## Extra BITS n BOBS

- BE CONSISTENT
- STAY ON BRAND
- UPDATE YOUR BIO
- BE EASILY CONTACTABLE
- ALWAYS ANSWER Q's
- ALWAYS REPLY TO COMMENTS
- MAKE IT EASY TO BUY!