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**Welcome to your free Daily Social Media Checklist from Morgan PR. Use it to help you get the best from your use of social media and to ensure that you are leveraging it to help your business.**

### Twitter

- Say hello, comment on the day and ask a question with your first tweet!
- Be sure to respond to everyone who replies, retweeting if possible.
- Find seven things worth retweeting in your general feed and share.
- Reply to at least five things with full responses (not just “thanks”).
- Once a week create a new Twitter List, and add five people daily – tweet them to say you have. Thank those who add you to their lists.
- On #followfriday choose five Twitters you admire, tweet a follow for each and say why – don’t just list people. Think about blogging your #followfriday.
- Point out a few people that you admire. It shows your mindset, too.
- 10 minutes of just polite two-way chit chat goes far.

### Facebook

- Check in on birthdays on the home page. (Want a secret? Send the birthday wish via Twitter or email. Feels even more deliberate.)
- Respond to any comments on your wall.
- Post a status message at least daily, something engaging or interesting.
- Comment on at least seven people’s status messages or updates.
- Share at least 3 interesting updates that you find.
- If you belong to groups or fan pages, leave a new comment or two.
- Join at least two fan pages each week and post messages.

### LinkedIn

- Accept only invitations from people you know and trust.
- Search for new business contacts on LinkedIn and personalise an invite to become LinkedIn, invite those not on the network to join.
- Drop into Q&A and see if you can volunteer 2-3 answers at least once a week.
- Provide one recommendation per week for people you can honestly and fully recommend.

### Blogs

- Visit your blog’s comments section and comment back on at least 5 replies.
- Visit their blogs and leave comments when you have time.
- While on those sites, use a tool like [StumbleUpon](http://StumbleUpon) and promote their good work.
- Write the occasional post promoting the good work of a blog in your network.
- Visit a leading blog from within your sector of the market and swot up.
- Stop by the Morgan PR blog and read the latest social media and PR tools.

Do you enjoy using this Daily Social Media Checklist? Why not blog about it and link to our website [www.morganpr.co.uk](http://www.morganpr.co.uk) or Twitter about it to [@nigel\\_morgan](https://twitter.com/nigel_morgan) or [@MorganPR](https://twitter.com/MorganPR) or [@DailyPRTips](https://twitter.com/DailyPRTips)