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Blog Post Checklist

Use this checklist to keep a track of all the actions you have taken to share your blog post once you have posted it on your website.

Task	✔
Step 1 - Posting blog on website	
Post blog on your website	
Select featured image to be shown when sharing	
Image optimisation	
Meta Data updated for keywords	
Step 2 – Posting and sharing on **facebook**	
Post blog on your Facebook Business Page	
Share business page post on your personal timeline	
Share business page posts in Facebook groups — List groups here	
Step 3 – Posting and sharing on **Linked in**	
Post blog as a profile update	
Post blog as a company page update	
Post blog in LinkedIn groups — List groups here	

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Task	✔
Step 4 – Posting and sharing on twitter	
Tweet blog on your business twitter account	
Like business account tweet from personal account	
Retweet post from your personal account	
Add tweet to any Twitter automation	
Step 5 – Posting and sharing on Google+	
Share update on Google+/Google my Business page	
Step 6 – Add to your e-mail newsletter e-MAIL	
Add your blog to the next e-mail newsletter you are planning on sending	
Step 6 – Post in forums and other relevant websites WWW	
Add your blog to any on-line forums that you are a member of.	**List forums here**	

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