

## Action Step: Facebook in 15 Minutes Per Day

**Mission:** To get the most bang for your Facebook buck in as little time as possible.

**Why:** Facebook is a key element of your online marketing plan, but it doesn't have to take a lot of time. Use this checklist each day to develop relationships with your fans and attract new fans. More fans means more new clients and supporters!

**During your daily Facebook time, have you:**

\_\_\_\_\_ Published a new post (video, picture, quote, behind the scenes, client success, resource)?

\_\_\_\_\_ Replied to everyone who commented or asked a question on a previous post?

\_\_\_\_\_ Replied to any Facebook message?

\_\_\_\_\_ Taken a screen shot of any client testimonials?

\_\_\_\_\_ Commented on other pages where your potential clients are hanging out?