

CUT OUT
AND KEEP
CHECKLIST

YOUR TWITTER FIVE A DAY

Being active on Twitter multiple times a day is essential. Below is a daily checklist of the five main activities that we would recommend.

1. Schedule a minimum of four tweets using a tool such as eClinercher or Hootsuite.
2. Check your Twitter lists as well as your homefeed and engage with your target audience
3. Post real, live information every day. Where are you going? What has happened in the office?
4. Check Twitter Moments and Trending content. Tweeting popular content will guarantee you extra followers.
5. React to your notifications. Thank those who shared your content. Say "Hi" to your new followers. Always have the last word!

If you are struggling with content ideas, then feel free to download this eBook – 75 ideas of things to post www.green-umbrella.biz/post75

Ideally you should spend no more than 30 mins a day on Twitter. It is easy to get distracted on this platform, therefore set a timer, or just be aware of the "Oh this is shiny syndrome"

