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**Podcast Episode 141**

By: Leslie Samuel



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## Introductions

*[Intro by Guy Kawasaki, Gideon Shalwick, and Farnoosh Brock]*

Hello, hello, hello and welcome to another episode of Learning with Leslie, the podcast where you learn, I learn, we all learn about how to build an online business with a blog. No, I'm not talking about one of those blogs that will fall by the wayside when Google has a mood swing. I'm talking about one that will thrive no matter what gets thrown at it.

I'm your host, Leslie Samuel from [BecomeaBlogger.com](http://BecomeaBlogger.com) where we're changing the world one blog at a time. As usual, I have another exciting episode for you today.

In today's episode, I'm going to be talking about how to use checklist to increase your blogging productivity and save time. We're not just going to talk about how. I'm actually going to give you five checklists, at least five checklists. There are so many tasks that we need to get done if we are building an online business with a blog. There are daily tasks, weekly tasks, monthly tasks, it's really all about systemizing your business so that, you can be productive as possible.

One of the ways to make sure that you get those things done and don't end up the way I ended up yesterday and we'll talk about that later is to have a checklist. So, that's what we're going to be talking about today.

All right, all right. We are gearing up for the holidays. We just had our Thanksgiving last week. Of course now, for me, I'm coming to the end of my school semester. I have taught my last class. We're getting ready for final exams and then, next week, I'm heading down to St. Maarten with my family. We're going to go there to be with my family in St. Maarten and to just spend the holidays there.

We're going to be there for three and a half weeks. So, I am looking forward to that. This is the first episode that I recorded in a little while where it's just me talking. So, I'm just kind of updating you guys on everything that's happening. Thanksgiving went really well. Spent some time with family up here.

My wife had some cousins here and we had Thanksgiving dinner and all that fun stuff. Now, we're just getting ready for the Christmas holidays. I'm really looking forward to it. I haven't fully decided what I'm doing in terms of the podcast over the holidays. I think I'm still going to post episodes. But, we'll see exactly how that goes and I will let you know.



I want to talk about checklists and the reason I want to talk about checklists is because of something unhappy, something that I don't like, something bad that happened -- or unfortunate that happened yesterday.

As you know, I have been recording a number of interviews and last week, I recorded an interview with a couple. They blog together. They have multiple blogs. They are doing it very successfully and it was such a valuable episode and that is what I was supposed to be posting today.

Now, last night, I did an interview with someone else and I'm leaving these names out because you're going to see... You don't even know the names but, there are people that are out there that are doing things that I just love.

The one from last night was an episode on Facebook and in the middle of recording the interview, I looked down at my recorder and noticed that it had stopped and the reason it stopped was because my SD card was out of space.

So, I had to go and delete some files off the SD card so I could continue the interview because this interview on Facebook and how to really increase engagement was so awesome. It was so actionable, so much so that I decided I'm not posting it right now. I'm going to save that for January so we can start off the year on a high note.

I'm excited to post that but, I had to delete some files in my SD card and in that process, I deleted the interview from last week! When I went back to check on that interview so that I could post it for today, it was not there and I realize what I had done.

If I had a checklist in place, that would not have happened. There have been a number of incidences, for example, where I would have someone that I'm interviewing then, I realize I'm not 100% set up. I don't have my iPad here to play the sounds or I don't have the levels set

and I'm getting ready to do the interview. Or, like yesterday, I don't have enough space on my SD card and that could be very unfortunate when you lose files as a result of that.

I was lucky that I actually glanced down at my recorder last night. A few seconds after it stopped recording but, if I did not do that, we would have continued with the interview and had nothing recorded.

So, setting up checklists, that's a really good way to make sure that you take care of the important things that you need to get taken care of, you need to have taken care of in your business.

I want to share with you some checklist that I have created. Most of them, I actually just created this morning because when that happened yesterday, it was a strong reminder that I needed to do something and I decided to do it this morning.

The idea is this. These are checklists. Number one, they are just a first draft. They are things that I come up with that I think I need to do on a regular basis. I have them organized in different categories. I'm going to refine them as I move forward but, I figure, I might as well share them with you so that, you can see what I'm doing and then, not necessarily do exactly what I'm doing. But, maybe take some of what I'm doing and apply it to your specific blog, your specific business because if you're doing everything I'm doing then, you're doing something wrong.

You need to see how this applies to what you're doing. You need to test it out. You need to test things out and then, make modifications based on what you see is working in your business and what's not working in your business. It's all about testing.

Feel free to use them. Feel free to modify them or, even feel free to use them exactly as they are and then, figure out what works for you. But, our businesses are different, hopefully [laughs] and you can kind of use it as a springboard.

I have different categories that I'm going to be talking about where I have created this checklist. The first category, because it's something that has been so recently painful, I'm going to talk about recording my podcast episodes.

## **My Checklist for Recording Podcast Episodes**

I created a checklist for recording my podcast episode and it goes like this.

Number one, of course, you can come back to the Show Notes and I'll have all these checklists there for you. This is going to be, what is this going to be? You see? This is another

thing that I need to add to my checklist is to figure out what episode number is... Oh man, so my last episode was 140. This one is going to be Episode 141.

Let me put that as the first thing on my checklist -- Figure out episode number. You know why that's actually important? There have been a number of times where I have interviewed someone and I want to say, this is going to be Episode number blah, blah, blah, but I don't know what it is. So, I can't say it on the podcast episode and I realize that when it's too late because of course, if this is Episode 141, you can go to [becomeablogger.com/episode141](http://becomeablogger.com/episode141) but, I can't tell you that if I don't know it.

If you were to go back and listen to my podcast episodes in the past, you will notice that sometimes, I am able to say that but, sometimes I'm not and the times I'm not is usually because I completely forgot about checking to see what episode number this is going to be.

### **#1: Figure out episode number.**

First thing is figure out episode number.

### **#2: Set up Laptop and iPad.**

Second thing, I'm getting ready to do the podcast, set up the laptop and iPad. The laptop is what I use for my show notes and my iPad is what I use because I'm using this app called [BossJock](#) and that allows me to do things like this [ *plays the hotline number music* ].

That allows me to play the sounds and all that stuff that I need during the episode. So, set that up.

### **#3: Check SD card space.**

This is the part that could have saved me a lot of heartache. Check my SD card space to make sure there's enough space. That is something I need to do before I hit record because I don't want it doing what it did yesterday and cutting off in the middle of the episode. So, that's the next thing.

### **#4: Check volume levels.**

When I am recording my podcast episode, I use a digital recorder and on that digital recorder, I am looking to see that the levels are between -12 and -6 dB. That is what I'm looking for. That may not mean anything to you because you may not have the recorder that I have but, if you're using a computer program, you want to test your levels, make sure

you're not too loud, make sure you're not too soft, make sure you're exactly where you want to be.

### **#5: Record the podcast.**

Whether I'm going an interview on Skype or it's just me talking like I'm talking right now, I want to record my podcast.

### **#6: Transfer to laptop in appropriate folder with episode number as a name.**

Once I'm done recording my podcast, take that wave file, because for me, it records as a wave file. Most likely, for you it will record as a wave file if you are doing a podcast, take that wave file and transfer it to my laptop in an appropriate folder with the episode number as a name.

This is how I do it. I transfer from an SD card into a folder. The folder has the name of the episode and then, the file is named, for example, this file will be named Episode 141. Move it to the folder and give it that name.

### **#7: Convert it to an MP3...**

...because that's the format that people are going to consume it in. Convert it into an MP3. I use iTunes for doing that. I basically drag my wave file into iTunes and then, I right click on it and say, "Convert to MP3," and that gives me a good quality recording and not a very large file size. That's a very key thing when it comes to podcast episode.

### **#8: Tag my MP3 file using an ID3 editor.**

What is that? Tagging your MP3 file so that, when someone looks at that or they import that MP3 file into their smart phone or whatever device there using to play it back, it shows the artwork. It shows the episode title. It shows the information that you want them to see in terms of what's the podcast, the website address and all that stuff, that is tagged within that MP3 file.

I use a program called ID3 editor for this. I'm sorry if you're not recording a podcast and you're just kind of listening through this. I'm not fully getting anything that I'm saying from this part. But, don't worry, I'm going to be talking about articles. I'm going to be talking about what you do after you're posting your content, some social media checklist, what are you going to be doing on a daily basis, on a weekly basis, we'll get into all of those types of things too.

But, because this is so fresh in my heart right now, I'm dealing with this podcast one first.

### **#9: Upload my MP3 to Libsyn.**

Okay, so once I'm finished tagging my MP3 files, I upload my MP3 files. I use a service called [Libsyn](#) and I upload it to Libsyn, and that is where all my MP3 files from my podcast episodes are stored. They do a really good job there, relatively affordable and they work. I can check my stats with them and all that fun stuff.

### **#10: Add episode to be transcribed by VA in Basecamp.**

Once I have uploaded my MP3 files to Libsyn, the next thing, number ten, I add my episode to be transcribed by my virtual assistant in [Basecamp](#). I have a virtual assistant and one of the tasks that she does is she transcribes my podcast episode.

I use Basecamp to manage my team so that, when I need something done, I just put it in there and then, she knows. For you, it just might be sending an email. For you, you might not be doing a transcript and that's fine.

But, for me, this is something that's important to me so, I add my episode to be transcribed by her in Basecamp.

### **#11: Add episode to be transcribed by VA in Basecamp.**

I write my show notes and add them to Wordpress. I have my title for my episode. I enter the Show Notes and it's ready to go except for the transcript. When the transcript is ready, that can be added.

### **#12: Double check your spelling and grammatical errors.**

This is something that I forget to do sometimes and then, I'd get an email from someone saying, "Hey, you spelled this the wrong way," or whatever the case might be and I'm grateful for those because I would prefer there not to be spelling and grammatical errors in my content.

So, whenever you see them just send me an email and I will fix that because I want that to be fixed. That's number 12.

### **#13: Write an email to send to my list.**

Whenever I post a podcast episode, I send out an email letting my list know, my subscribers know that there is a podcast episode available and sometimes, it's time for me to send out that email and then, I realize, wait a minute, I have not even written that email.

Now, that it's on this checklist, I can go through and say, "Okay, now that I've double checked for spelling and grammatical errors, I need to write my email and have that ready."

### **#14: Schedule the podcast episode to be posted.**

You know what? That's it. I am done with my podcast. I've streamlined everything. I have gone through this checklist of things that I need to get done and I get them done.

Well now, I will be getting them all done because I have this checklist. One of the things I'm going to do once I'm fully committed, these are the things that I want on the checklist. I'm going to print it out, have it here right by my desk so that, when I am recording the podcast episode, I can look at that and see exactly what needs to be done. That's my first checklist. Checklist for recording podcast.

## **Checklist for Structure of my Articles**

I have a checklist that I use for the structure of my articles. As you're probably aware, we have guest posters, guest writers at Become a Blogger on the blog and I have this checklist that's right beneath my post so that, I can know what needs to be included in the post so that, my virtual assistant that is managing my guest writers, she can know what to look for and make sure that those things are done the way that they need to be done.

What's in the checklist for the structure of my articles and for basically adding my articles to Wordpress?

### **#1: Descriptive, attention-grabbing headline.**

Make sure they have a descriptive and attention grabbing headline. This is something that we spend some time with because your headline is what gets people to actually click and read that post. So, you want to make sure that that headline, that title is descriptive and it grabs the attention of your ideal target person.

Whatever it takes within reason that makes sense for you, for them to open that, to click on that link, open that post and read it, listen to it, whatever the case might be.

### **#2: Attention grabbing lead in paragraph (question, story, etc).**



Check for an attention grabbing lead paragraph. What is that?

The first paragraph of your blog post is what people read to decide whether they are going to read the second and the third and the fourth and so on and so forth. That first paragraph is very important just like the title is important to get them to get into that post, the first paragraph is important to get them to read the rest.

That might start with a question or a series of questions. It might start with an interesting story. This started with an interesting but terrible story about what happened to me yesterday and my lost podcast episode, my lost interview and now, I need to actually contact them and let them know that the interview is lost and I would like to interview them again because they added so much value and I would have to go through that process...

Anyhow, I'm side tracking, sorry. Number two, attention grabbing lead in paragraph.

### **#3: Detailed how-to.**

I want to make sure on my post at Become a Blogger that there's a detailed how to section. So, we're basically teaching you how to do something and that is something that I look for in every post.

### **#4: Includes relevant images.**

When you come to a blog post and there's a bunch of text on a page, that just doesn't look consumable for most people. But, when you have images that break up the text, images that enhance the text, it makes it much easier to consume, much easier to digest so, we make sure that it has relevant images.

### **#5: Short conclusion.**

There should be a short conclusion at the end. You need to wrap up the article. Whatever way you choose to do that in summary or whatever the case might be, you want to do that at the end of the article, at least that's what I want, at the end of my articles.

### **#6: Add closing call to action.**

That call to action might be to get them to do something, it might be to get them to answer a question. So, it might just be asking a question at the end of your articles. That is something that we do very often at Become a Blogger. There is that closing call to action. The question is what next?

That what next may be to leave a comment. That what next may be to answer a question that is related to this post and so on and so forth.

### **#7: Create pinnable image for Pinterest.**

What do I mean by that? If you notice on most of my recent blog post, you will see that right at the top, there's an image with text over it. That is something that we do very strategically because we want to have an image, usually it's a vertical image, that people can pin to Pinterest that looks good on Pinterest.

For that, I tend to use a website that's called [PicMonkey](http://PicMonkey.com). If you go to PicMonkey.com, you can basically upload an image for free, add text, edit it to make it look really nice and that's what I have been using.

You don't even have to register. It's 100% free. There is a paid version that gives you even more options in terms of designs and all that kind of stuff but, I found that the free version works very well.

So, create pinnable image using Pinterest and once you have a pinnable image, that's really good for Pinterest, for Facebook, for a number of different places so, I make sure to do that.

### **#8: Add an excerpt.**

What is an excerpt? Depending on your theme, when you come to the homepage, or when you come to one of the category pages, depending on how you have it set up, it's not going to show the entire post, at least that's the way that I want mine to be.

What it does is it shows an excerpt. When you are in your Wordpress editor, post editor, right below where you add the post, there's a section where you can add a short excerpt. So, it's like a paragraph that tells people what that post is about.

I want to do that because I don't want it to just randomly choose just the first bit of text. I want it to be crafted so that, it's going to increase the chances that people are actually going to read the post.

### **#9: Double check for spelling and grammatical errors.**

You've heard that before with my podcast show notes and we do the same thing for our articles.

All right, so that is my checklist for the structure of my articles. Now, so we've done recording podcasts and we've done the structure of my articles. Now, I want to do one for what happens after posting.

## “After Posting” Checklist

So, after posting your podcast episode, after posting your articles, what are the things that need to be done or that I want to do?

### **#1: Create pretty link for the post.**

This is not something that I have been doing for everything but, now that I think about it, this is something that I want to do. So, for example, if I interview Dan Morris, I usually create a Pretty Link. This was last week's episode, I would create a pretty link for [Becomeablogger.com/danmorris](http://Becomeablogger.com/danmorris), makes it easy to get to that post and that is something that I want to start doing for all of my posts depending on the topic of that post.

So, I create the pretty link, once I have posted it... Oh, by the way, a pretty link is like that short link. There is that plugin called, the Pretty Link plugin that allows you to create those short URLs so that, you don't have to send people to [becomeablogger.com/140/dan-morris-interview-strategy](http://becomeablogger.com/140/dan-morris-interview-strategy).... Whatever the case might be. Whatever the long URL is, I can just say, go to [becomeablogger.com/danmorris](http://becomeablogger.com/danmorris) and you can go directly to the interview.

That just makes it easier, that plugin is free and it does a really good job at creating those shortened URLs. I use it for affiliate links also. So, if you go to [becomeablogger.com/hostgator](http://becomeablogger.com/hostgator), that's my Hostgator affiliate link.

### **#2: Like the post. and share it on relevant social media.**

So, whether that's Google Plus, Pinterest, Twitter, Facebook, all that stuff, you want to make sure that you are sharing that on social media. That's number two.

### **#3: If interview, contact interviewee and let them know it's live.**

If it is an interview, which it often is for me, I send an email or send a message to that interviewee and let them know that the interview is live. So, email them. Send them a message on Facebook, on Twitter... I don't usually do it on Twitter because you only have 140 characters and that's not usually enough to say what I want to say in my post interview email.

### **#4: If a podcast episode, send out email.**

If it is a podcast episode, whether it's an interview or just a regular podcast episode, send out the email that I wrote when I recorded the episode. Another reason to write that email when you record it is because it's fresh in your mind.

Sometimes, I wait until the day the interview is going out or the day that the episode is going out and I kind of forget what we spoke about in the interview. So, while fresh, you do it.

That's number four.

## **#5: Respond to comments.**

As comments come in, if you are to the point where you are getting comments on your posts, respond to those comments because people take the time to engage with you so, engage with them.

Now, this isn't something that everyone is going to be doing. Depending on your blog, depending on the structure of your blog and what you are trying to accomplish with your blog and how many comments you get and all that kind of stuff, you may not respond to your comments or all of your comments.

I don't do it for my Biology blog as much anymore because there are so many comments and I've had to shift my focus away from it. But, if this is something that you're doing, hey, respond to your comments. That can go on a checklist.

## **#6: Thank people.**

Thank people who have re-tweeted or shared your content. If I go on Twitter and I see someone @mentioned me and they are sharing my post that I posted today, I might as well thank them because they took the time to share my stuff. I am grateful for that so, I will thank them for doing that and I try to do that with everyone that shares my content as much as possible, as much as I can remember or keep track of.

All right so, that is my "after posting" checklist.

## **Daily Social Media Checklist**

Now, let's talk about my daily social media checklist. This is something that, once again, I have just created. I am going to be tweaking this because the interview that I did last night gave me some awesome ideas that I'm going to be implementing specifically with my Biology Facebook page but, we'll get into that next month when I post that interview.

Next month is just kind of right around the corner... There's the holidays and then, we're back and it's a New Year 2014, ready to go and oh man, the first episode of 2014, I have something to share with you is going to blow your mind. That's all I'm saying.

Well, it might not blow your mind but, it's pretty exciting. It's pretty... Oh man, it's out there. I can't even believe that I'm going to be sharing it and that I'm going to be doing it.

But, I know I'm just doing a teaser right now. It is significant. It is huge. It is humongous hype, hype, hype [*laughs*]. I am giving a bunch of hype right now for you kind of look forward to it and when it comes, you're going to be like, "Oh my word! I can't believe Leslie is doing that."

Okay, that's enough of that. Now, let's see, where was I?

Daily Social Media checklist. So, what I'm going to be doing on Social Media.

### **#1: Curate content using Feedly.**

Google Reader no longer exists. That's what I used to use to, all of the blogs that I follow, I had them going to Google Reader. That's gone.

Now, I use [Feedly](#). I have different categories and I have the feeds for those different blogs in those categories so, if I want to check out what's going on in the world of Biology, I can go to my Biology category and see what's happening. If I want to see about Social Media and Blogging, I can go to that category and see what's going on, see what the blogs that I follow have recently posted.

By curating that content, you're able to see what's interesting information that you can share with the people that are connecting with you on Social Media, followers on Twitter, people that like ou on Facebook, etc, etc, etc.

So, curate content using Feedly.

### **#2 :Find interesting quotes relevant to your content.**

Find interesting content that are relevant to your content, relevant to your target audience, your ideal target person. Find interesting quotes. People love quotes and people share them a lot of Facebook and Twitter because people like to share things that sound good, things that inspire you or impact you in a very tangible way or specific way or whatever the case might be.

Find interesting quotes. That's something that I want to actively do for my Social Media sharing.

### **#3: Schedule interesting content to go out via the Buffer App.**

[Buffer App](#) is a program that I use. It is very easy to use. You can be on Social Media all day posting throughout the day and all that kind of stuff. But, instead of doing that, I rather be more strategic with it. I would rather in the morning add them to my buffer and then, buffer will then, schedule them at specific times throughout the day.

So, I don't need to be there posting actively. I can have it done in an automated way. The more things that you can automate while still being personable and personal, the better in my opinion.

All right so, schedule interesting content to go out via the Buffer App.

### **#4: Engage with your community especially when they interact with you.**

This is something you want to be doing on a daily basis and it's going to look different for you than it looks for me and I'm still figuring all that out and crafting a plan and I'll be sharing more of that plan with you in the next coming weeks and months.

### **#5: Engage with people you follow based on what they post.**

If someone posts something very interesting, you can check it out. You can re-tweet. You can give them our opinion about it and interact with them. It's a good way for nurturing relationships.

### **#6: Post X number of times per day on Social Media.**

I don't know what that means for you. That might be once. That might be ten times. For me, it's going to be approximately four times but, set your goal for how often you want to update on Social Media and then, make sure you're updating that number of times.

It's not going to be that number of times every single day. Well, it might be but, at least, it gives you a ballpark so that, you know what you are aiming for. The key is consistency.

When you post today, you don't post for a week, your engagement goes down. I've seen this first hand because that happens to me on Twitter. I'm not as engaged on Twitter and as a result, I don't get as much engagement on Twitter.

I am much more engaged on Facebook and as a result, people share my content, like my content, and comment much more readily on Facebook.

That's my daily Social Media checklist.

## Daily Miscellaneous Checklist

Then, there's a Daily Miscellaneous Checklist that I created.

### **#1: Update dashboard with stats and numbers from previous day.**

What is that? A dashboard for me is simply an Excel spreadsheet that tracks the important numbers in my business. So, it can be the number of opt ins, the number of sales of my products, how much I made from the sales of my products. It can be the number of visitors to my site.

All these different things, instead of having to always go to all the different services like Google Analytics an AdSense and my affiliate accounts and all that stuff, anytime I want to see what's been going on, I can update it once everyday and have a good overview of what is happening un my business.

I'm going to share some dashboard with you in the future that I have created and will be creating because I'm trying to get much more strategic with the way I do these types of things. So, stay tuned for that.

So, if you have a dashboard, update that dashboard daily with the stats and numbers from the previous day. That is what I'm going to be doing. Well actually, this is what I'm going to be doing for some of what I do but, I'm going to be doing it from more in the future.

### **#2: Inbox Zero**

Check and respond to all emails. That is something that I try to do. I try to maintain inbox zero so that, at the end of the day, my inbox is empty which tells me that I have responded to everything that I've needed to respond to.

You might not go for inbox zero. I do. It works for me.

### **#3: Create content.**

This is something that I want to do on a daily basis . I'm actually getting ready, starting today actually, to start creating content for my Biology blog and I want to be creating content on a daily basis between that blog and Become a Blogger.

It's going to take a lot of effort, a lot of work but, I'm to it. I'm ready to do this and I have specific reasons why I want to do it and I'm going to be showing that with you in the future.

#### **#4: Reply to comments.**

We mentioned this before after we make a post but, this is something that happens all throughout the week, depending on how much traffic you're getting to your blog. I don't have much to say about that. I have already spoken about that but, I have post years ago that still gets comments today and I still go in and I respond to those comments.

So, if replying to comments is something that is very much involved with your business then, make sure to reply to those comments.

All right, so those are my five checklists. I'm going to give you one bonus one and that is going to be a weekly checklist because there are some things that you're going to do on a daily basis but, there are some things that you're going to do on a weekly basis and also on a monthly basis.

I haven't made a monthly checklist yet but as I make and modify these checklists, I'm going to share them with you so that, you can see what I'm doing and you can make decisions in terms of what is going to work for you.

## **My Weekly Checklist**

What it has on it so far is...

### **#1: Review my Analytics from the previous week.**

One of the things that you want to be doing is tracking your traffic, tracking to see where traffic is coming from, how your social media efforts are going. Are people coming from Facebook? Are people coming from You Tube? Twitter? MySpace? [*Laughs*] Never mind. I'm sorry. That was a bad joke.

Where are they coming from? How are they getting there? What are they searching for? Those types of things. Reviewing Analytics gives you a good idea of where you are. You don't want to be doing it every single day. You might want to be doing it every single day. I don't want to be doing it every single day. But, every week, I want to go back and see what is working based on what I'm doing.

So, that's number one.



## **#2: Review your Dashboard from the previous week.**

Those important details that you are tracking in your business specifically, number of opt ins, number of sales, number of whatever it is. You want to review that to see where you are.

One thing you don't want in your business is things are happening -- numbers are going up or numbers are going down and you have no idea why because if you don't keep track of it, you don't have actionable data.

The podcast episode from last week was all about getting actionable data so that, you can make decisions in your blogging business and by reviewing on a weekly basis, by checking out where you are and how things are going, you can make decisions as to where to go from there.

## **#3: Compare the numbers of that week to the week before.**

Compare it and see how things are going. And, the last checklist item for today's episode is...

## **#4: Plan content and strategy for the upcoming week.**

This weekly checklist is more of a, "Hey, let's take stock of where we are and then, where are we going," at least for the next week.

And then, of course, you can do it on a monthly basis. You can do it on a quarterly basis. You can do it on a yearly basis, whatever works for you and you want to be doing these things so that, you can track things as you're moving forward, you can figure out what is working, what is not working and you can make adjustments.

You can see what's working for others and you can start figuring out what works for you.

That's pretty much it for this episode. I hope you got a lot of value from it. Don't let what happened to me yesterday happen to you. One of the ways to avoid that is by using checklist.

Take this checklist. Use them as a springboard. Use them as they are. Use them and modify them. Test them. Tweak them. Tear them apart. What doesn't work for you doesn't work for you but, what does make it happen.

I'm going to be doing that. This is just as a starting point. It's actually, some of it is what I have been doing. I have modified some of it and what I would continue to modify.

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