[BLOG PLANNER]

Title: _____

Keyword(s): _____

Category: _____

Date Published: _____

Post Summary:

Image(s) to use/ make:

Engage with...

Notes:

Quick Checklist:

- ☐ write a draft
- ☐ choose keywords
- ☐ interlink posts
- ☐ proofread & edit
- ☐ check & test links
- ☐ prepare images
- ☐ add image alt text
- ☐ schedule your post
- ☐ post teasers
- ☐ publish date: / /
- ☐ promote:
  - ☐ Facebook
  - ☐ Twitter
  - ☐ Pinterest
  - ☐ Google
  - ☐ Other: _____