

CHECKLIST

Video-03: Social Media Management - Manage social media accounts for businesses.

ACTIONABLE STEP	YES	NO
Are you familiar with the best practices for various social media platforms?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a plan to help businesses grow their online presence?	<input type="checkbox"/>	<input type="checkbox"/>
Have you created engaging content for social media posts?	<input type="checkbox"/>	<input type="checkbox"/>
Do you interact regularly with your audience on social media?	<input type="checkbox"/>	<input type="checkbox"/>
Have you used tools like Hootsuite or Buffer to schedule posts?	<input type="checkbox"/>	<input type="checkbox"/>
Do you track analytics to measure social media performance?	<input type="checkbox"/>	<input type="checkbox"/>
Have you helped clients increase their followers on social media?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide clients with valuable insights about their social media presence?	<input type="checkbox"/>	<input type="checkbox"/>
Have you networked with other social media managers?	<input type="checkbox"/>	<input type="checkbox"/>
Do you stay updated on changes and trends in social media platforms?	<input type="checkbox"/>	<input type="checkbox"/>
Are you skilled at creating content that drives engagement?	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain a consistent posting schedule for your clients?	<input type="checkbox"/>	<input type="checkbox"/>
Have you set clear goals for your social media management efforts?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide regular reports on social media performance to your clients?	<input type="checkbox"/>	<input type="checkbox"/>
Have you joined social media communities to enhance your knowledge and network?	<input type="checkbox"/>	<input type="checkbox"/>



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