



**Make a copy of this task list and modify tasks that make sense for your business. SN=Sales Navigator.

LinkedIn Daily/Weekly/Monthly Basic Task List	MON	TUES	WED	THUR	FRI
Daily: Post status update (personal profile) Min. 2-3 days per week					
Daily: Send a welcome message to new connections you invited					
Daily: Send a welcome message to new connections who invited you					
Daily: Add new connections or hot prospects to lead lists in SN, add notes if applicable, add to your CRM Deal Stages (Advanced Strategy.)					
Daily: Send 20 custom connection requests (Max 100 per week, Use SN, people you just met, or LI suggestions) ENDORSE AT LEAST ONE SKILL (they get notified)					
Daily: Respond to all new messages (see both LI and SN Inbox, See CRM campaign (advanced))					
Daily: Review engagements from your newsfeed updates and respond to all likes/comments					
Daily: Check to see who's viewed your profile – connect if your ideal referral partner/prospect					
Daily: Review MY NETWORK > CATCH UP tab – look for opportunities to engage (i.e. birthdays, anniversaries, etc.)					
Daily: Visit target profiles (don't send a connection request – save as a Lead in SN) use DUX-SOUP					
Daily: Like, comment and/or share on your network's news feed posts and Alerts in SN					
Weekly: Analyze posts and take note what types of content is performing best					



Weekly: Once per week Endorse your prospects and referral partners Skills (1-3)					
Weekly: Once per week give and request 2-3 recommendations (LI says you need 10+)					
Weekly: Check SN saved searches and send custom connect requests (or your emails if you set it up to send them daily/weekly)					
Monthly: Post an article OR newsletter on your profile & promote for 5 days to select 1 st connections					
Monthly: Review SENT invites and withdraw those who have not accepted in 21+ days					
Monthly: Create an editorial calendar for news feed posts and articles					