

Matt's Daily Do List

Updated 3.13.17

Follow-Up

- Yesterday's schedule (follow-ups, thank you's, LinkedIn requests)
- Thank you notes
- Chockie mailings
- Gratitude from yesterday

Networking

- Happy birthdays
- Sprout Social triage
- LinkedIn invite/status update triage
- LinkedIn group approvals
- Phone calls
- Scan Facebook for updates
- Scan Instagram for updates
- Tweepi

Prospecting

- Book Mailers
- New target market list progress
- Target account/contact updates

Content Curation

- Triberr
- Newsletter/email summaries
- Feedly
- Buffer refill

Content Creation

- New blog post
- LinkedIn article
- Radio guests
- How I Work & App of the Week candidates
- Comments

Learning

- Read today's WSJ
- Daily briefings
- Feedly

Mail & Task Processing

- Check Slack (Heinz, EO, sales development)
- Check Gmail
- Process Moleskine to-do's
- Check voicemail/text messages
- Process @Action folder
- Process yesterday's meeting notes