## A Social Media Manager’s Daily Schedule

1. 5:30 am - Start the day.
2. 6:45 am - Get ready for work.
3. 8:00 am - 8:30 am - Arrive at work.
4. 9:00 am to 12:00 pm - Social media check in, meetings with team and vendors.
5. 12:00 pm - Lunch
6. 1:00 pm - Gather analytical data.
7. 2:00 pm - Respond to team emails and questions.
8. 2:30 pm - Respond to customer mentions and questions.
9. 3:30 pm - Curate content.
10. 4:00 pm - Check that posts for the next day are ready to go.
11. 4:30 pm - Review upcoming content.
12. 5:00 pm - Prepare for upcoming meetings.
13. 6:00 pm - Head home.

## Notes: