

SOCIAL MEDIA FOR THE WEEK OF: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
WRITTEN <input type="checkbox"/> DESIGNED <input type="checkbox"/> SCHEDULED <input type="checkbox"/>	WRITTEN <input type="checkbox"/> DESIGNED <input type="checkbox"/> SCHEDULED <input type="checkbox"/>	WRITTEN <input type="checkbox"/> DESIGNED <input type="checkbox"/> SCHEDULED <input type="checkbox"/>	WRITTEN <input type="checkbox"/> DESIGNED <input type="checkbox"/> SCHEDULED <input type="checkbox"/>
FRIDAY	SATURDAY	SUNDAY	TRACKING
			<div style="display: flex; justify-content: space-between;"> [IDEAL] [ACTUAL] </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>30% ..CREATED..</p> </div> <div style="text-align: center;"> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>60% ..CURATED..</p> </div> <div style="text-align: center;"> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>10% ..PROMOTIONAL..</p> </div> <div style="text-align: center;"> </div> </div>
WRITTEN <input type="checkbox"/> DESIGNED <input type="checkbox"/> SCHEDULED <input type="checkbox"/>	WRITTEN <input type="checkbox"/> DESIGNED <input type="checkbox"/> SCHEDULED <input type="checkbox"/>	WRITTEN <input type="checkbox"/> DESIGNED <input type="checkbox"/> SCHEDULED <input type="checkbox"/>	

WEEKLY TOTALS: ○ CREATED _____ ○ CURATED _____ ○ PROMOTIONAL _____ TOTAL POSTS _____

[Divide each number above by TOTAL POSTS to get your ACTUAL percentage.]