



How to duplicate your sheets in Google Drive or Excel to create a fresh sheet for each week from the blank template.

Weekly Social Media Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday
1					
2	Post #1				
3	Select Post Category	Select Post Category	Select Post Category	Select Post Category	Select P
4	Select Time	Select Time	Select Time	Select Time	Sel
5	Select Post Category First	Select Post Category First	Select Post Category First	Select Post Category First	Select Pos
6	Notes	Notes	Notes	Notes	
7					
8					
9					
10	Post #2				
11	Select Post Category	Select Post Category	Select Post Category	Select Post Category	Select P
12	Select Time	Select Time	Select Time	Select Time	Sel
13	Select Post Category First	Select Post Category First	Select Post Category First	Select Post Category First	Select Pos
14	Notes	Notes	Notes	Notes	
15					
16					
17	Post #3				
18	Select Post Category	Select Post Category	Select Post Category	Select Post Category	Select P
19	Select Time	Select Time	Select Time	Select Time	Sel
20	Select Post Category First	Select Post Category First	Select Post Category First	Select Post Category First	Select Pos
21	Notes	Notes	Notes	Notes	
22					
23					
24					
25					
26					
27					
28					
29					
30					

Click the small arrow on this tab to show menu

Post Ideas? Get a Free Trial at www.FaithEngine.com

+ ☰ Blank Weekly Template Example - Filled Monthly Template Labels

12 Select Time Select Time Select Time

13 Select Post Category First Select Post Category First Select Post Category First

14 Notes Notes

15

16

17 Post #3 Post #3

18 Select Delete Duplicate Copy to... Rename... Change color Protect sheet... Hide sheet View comments

19 Select Duplicate

20 Select Post Category First

21 Notes

22

23

24

25

26

27

28

29

30

FAI

Need Post Id

+ ☰ Blank Weekly Template Example - Filled Monthly Template Labels


2

Select Duplicate to create a duplicate tab from the blank template

12	Select Time	Select Time	Select Time
13	Select Post Category First	Select Post Category First	Select Post Category First
14	<u>Notes</u>	<u>Notes</u>	<u>Notes</u>
15			
16			
17	Post #		Post #3
18	Select Post Category	Select Post Category	Select Post Category
19	Select Time	Select Time	Select Time
20	Select Post Category First	Select Post Category First	Select Post Category First
21	<u>Notes</u>		<u>Notes</u>
22			
23			
24			
25			
26			
27			
28			
29			
30			

3

Double Click on the tab name to edit the name



FAI

Need Post Id

+ ☰ Blank Weekly Template ▾ Copy of Blank Weekly Template ▾ Example - Filled ▾ Monthly Template ▾

12	Select Time	Select Time	Select Time
13	Select Post Category First	Select Post Category First	Select Post Category First
14	Notes	Notes	Notes
15			
16			
17	Post #1	Post #2	Post #3
18	Select Post Category	Select Post Category	Select Post Category
19	Select Time	Select Time	Select Time
20	Select Post Category First	Select Post Category First	Select Post Category First
21	Notes		Notes
22			
23			
24			
25			
26			
27			
28			
29			
30			

4

Type to rename the tab

FAI

Need Post Ic

+ ☰ Blank Weekly Template ▾ NEW TAB NAME ▾ Example - Filled ▾ Monthly Template ▾ L