

LinkedIn Checklist

**Every Day**

M T W T F

- |                                |                          |   |
|--------------------------------|--------------------------|---|
| Inbox - View Received Messages |                          |   |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/>  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/>  |
|                                | Messages Tab             | Respond; then, delete or archive  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/>  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/>  |
|                                | Invitations Tab          | Accept (or click down arrow to send message without accepting); then, delete or archive |
| Home Page                      |                          |   |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/>  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/>  |
|                                | Network Activity         | Review; "like" and comment, as appropriate  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/>  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/>  |
|                                | Group Updates            | Review; comment, as appropriate   |

**Periodically**

- |                          |             |                                |  |
|--------------------------|-------------|--------------------------------|--|
| Home Page                |             |                                |  |
| <input type="checkbox"/> | Date: _____ | Update your status             | Add valuable content; aligned with your objective(s) for using LinkedIn                                  |
| <input type="checkbox"/> | Date: _____ | Review metrics                 | Who's viewed my Profile? and Your LinkedIn Network. Compare to previous month. Set goals for next month. |
|                          |             |                                |  |
| <input type="checkbox"/> | Date: _____ | Contacts (tab)→Add Connections | Type in e-mail addresses   |
| <input type="checkbox"/> | Date: _____ |                                | →Colleagues - review and select/invite   |
| <input type="checkbox"/> | Date: _____ |                                | →Classmates - review and select/invite   |
| <input type="checkbox"/> | Date: _____ |                                | →People You May Know - review and select/invite  |
| <input type="checkbox"/> | Date: _____ | Profile (tab)→Recommendations  | →Request Recommendations   |
| <input type="checkbox"/> | Date: _____ | Groups→Groups You May Like     | Review and add new groups  |
| <input type="checkbox"/> | Date: _____ | Groups→My Groups               | Review and delete groups, as appropriate   |
| <input type="checkbox"/> | Date: _____ | More→Answers                   | Review Questions from your Network and participate where appropriate                                     |
| <input type="checkbox"/> | Date: _____ | Profile                        | Update profile content as needed   |
|                          |             |                                |  |
| Searches                 |             |                                |  |
| <input type="checkbox"/> | Date: _____ | People                         | By name; people you've met face-to-face or talked to on the phone. Connect.                              |
| <input type="checkbox"/> | Date: _____ | Companies                      | Companies you've worked for, or would like to work for. Follow.  |

