

LinkedIn Checklist

Every Day

M T W T F

- | | | |
|--|--|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Inbox - View Received Messages
Messages Tab | Respond; then, delete or archive |
| <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 |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Home Page
Network Activity | Review; "like" and comment, as appropriate |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Group Updates | Review; comment, as appropriate |

Periodically

- | | | |
|--------------------------------------|---------------------------------|---|
| <input type="checkbox"/> Date: _____ | Home Page
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
→Colleagues - review and select/invite
→Classmates - review and select/invite
→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 |
| <input type="checkbox"/> Date: _____ | Searches
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. |

