Month: October 23 Week 4 - Daily Undate

Month: October 23							Week 4 - Daily Update						
Task	M	т	w	т	F	23	24	25	26	27	F/up	Deadline	
DAILY													
Checking Mini CRM for Socmed Scheduling and UPDATE Calendar													
Daily Email Marketing - Brevo	~					Email Marketing - Brevo Daily Send &							
Blog Indexing	$\checkmark$					Blog Indexing							
						SET Bluedale Traffic ( Meta Business Suite)							
						KLTG Banner Impressi	on						
						New BLUEDALE MANAGEMENT						18/10/23	
						KL THE GUIDE subscribers login						TBD	
						KL THE Guide itinerary						TBD	
						Update All Bluedale Apps Progress						15/9/2023	
						E-commerce / Content Paywall						TBD	
						Make new feature like bit.ly						TBD	
						Add in URL referer / traffic acquisition for						4/9/2023	
						Fileserver backup						13/10/23	
						Explore SEO Video						18/10/23	
						KLTG Email Subscribers						10/10/23	
						Email Marketing - Brevo Progress						Ongoing	
WEEKLY													
Mon - Website & Socmed Tracking & Ebook													
Wed - FB, IG and Tik Tok review													
Wed - Email marketing.													
Wed - Analyse Numbers and Improvement													
Mon - Backup CRM to Local Server													
MONTHLY													
1st - Website Content Update													
1st - Website marketing and review of number													
15th - Brainstorming on Web & App enhancement													
15th - Add picture and content to the website													
15th- Request indexing website													
30th - PC and software audit													
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