

| Day | Tasks | Estimated Time |
|------------------|--|-----------------------|
| Monday | - Daily Postings (All 3 brands on YT, Meta, X) | 3 hours |
| | - Competitor Analysis & Activity Tracking | 1.5 hours |
| | - Weekly Strategy Creation (All 3 brands) | 1 hour |
| | - Brand Sentiment Analysis | 1 hour |
| Tuesday | - Daily Postings (All 3 brands) | 3 hours |
| | - Automation for DMs & Comment Responses | 1 hour |
| | - Sending Personalized DMs to Build Engagement | 1 hour |
| | - Follow-Unfollow Strategy (All platforms) | 1 hour |
| Wednesday | - Daily Postings (All 3 brands) | 3 hours |
| | - Trend Analysis for the Industry | 1 hour |
| | - Hashtag Analysis | 1 hour |
| | - Story Postings & Highlights Updates | 1 hour |
| Thursday | - Daily Postings (All 3 brands) | 3 hours |
| | - Find & Filter Groups/Pages for Tagging and Posting | 1.5 hours |
| | - Approaching Influencers & Pages for Collaboration | 1 hour |
| Friday | - Daily Postings (All 3 brands) | 3 hours |
| | - Social Media Reports for All 3 Brands | 1.5 hours |
| | - Reposting Old Best Content for New Followers | 1 hour |
| Saturday | - Daily Postings (All 3 brands) | 3 hours |
| | - Re-Start WhatsApp Community & Channels | 1.5 hours |
| | - Maintain 50 FB Groups (All Brands) | 1 hour |
| Sunday | - Daily Postings (Light content) | 2 hours |
| | - Review and Adjust Weekly Strategy | 1 hour |
| | - Weekly SME Report Generation | 1 hour |