

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