

	<i>Day</i>	<i>Tasks</i>	<i>Estimated Time</i>	
	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	