Task Checklist & Daily Update

IT IZMEER AIMAN

Month : October 23

Task	M	T	W	T	F	13	14	15	16	17	F/up	Deadline
DAILY												
Checking Mini CRM for Socmed Scheduling and UPDATE Calendar	☐	☐	☐	☐	☐							
Daily Email Marketing - Brevo	☑	☑	☑	☑	☐	~~Email Marketing – Brevo Daily Send &~~	~~Email Marketing – Brevo Daily Send &~~	~~Email Marketing – Brevo Daily Send &~~	~~Email Marketing – Brevo Daily Send &~~			
Blog Indexing	☐	☑	☑	☐	☐		~~Blog Indexing~~	~~Blog Indexing~~				
						Master Contact List						
						KLTG IOS (APP TEMPL	KLTG ANDROID (APP T	KLTG IOS (APP TEMPLATE)				
						Research Apple Books		Research Apple Books				
						Reupload eBrochure	LIVE KV4L					
						ARTWORK THINK THREE						
						BLUEDALE MANAGEMENT	**BLUEDALE MANAGEMENT**	**BLUEDALE MANAGEMENT**				
						KL THE GUIDE subscribers login	KL THE GUIDE subscribers login	KL THE GUIDE subscribers login				
						KL THE Guide itinerary	KL THE Guide itinerary	KL THE Guide itinerary				
						Update All Bluedale Apps Progress	Update All Bluedale Apps Progress	Update All Bluedale Apps Progress				
						E-commerce / Content Paywall	E-commerce / Content Paywall	E-commerce / Content Paywall				
						Make new feature like bit.ly	Make new feature like bit.ly	Make new feature like bit.ly				
						FIleserver backup	FIleserver backup	FIleserver backup				
						Explore SEO Video	Explore SEO Video	Explore SEO Video				
						SET Bluedale Traffic (Meta Business Suite)	SET Bluedale Traffic (Meta Business Suite)	SET Bluedale Traffic (Meta Business Suite)				
						KL The Guide - Blog Revamp (Backend)	KL The Guide - Blog Revamp (Backend)	KL The Guide - Blog Revamp (Backend)				
						KL The Guide - Ebook JP 230K (November)	KL The Guide - Ebook JP 230K (November)	KL The Guide - Ebook JP 230K (November)				
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												