***monthly Task :-***

**Search Engine Friendly Analysis**

**Keywords Research and Analysis**

**Duplicate Content Analysis**

**Competitor Analysis**

**Keywords to be optimized**

**W3C Validation Check**

**Page Size Check**

**Browser Compatibility Check**

**Broken Link Check**

**URL Mapping**

**URL Rewriting**

**Title Tag Optimization**

**Meta Tags Optimization**

**ALT Tag Optimization**

**Custom 404 error page setup**

**Google Analytic Account Setup**

**Google Webmaster Verification**

**Exiting Content Optimization**

**URL Canonicalization Check**

**Robots.Txt Optimization**

**XML & TXT Sitemap Generation**

**Website Responsive Check**

**Speed Optimization**

**REPORTING :**

**Monthly Progress Reports**

***weekly Task***

**Article Writing**

**Press Release Writing**

**Review Writing**

**Article Submission**

**Blog Creation and Updation**

**PPT Creation**

**PDF Submissions**

**Video Submissions**

**Inforgraphics Creation**

**Inforgraphics Submission**

**Infographics Promotions**

**Forum Posting**

**SOCIAL MEDIA OPTIMIZATION**

**FACEBOOK POSTING**

**FACEBOOK GROUP SHARING**

**FACEBOOK INSIGHTS**

**TWITTER**

**TWITTER INSIGHTS**

**LINKEDIN**

**LINKEDIN INSIGHTS**

**INSTAGRAM**

**INSTAGRAM INSIGHTS**

**PINTEREST**

**Facebook Timeline Design**

**Social Buttons Integration**

**Twitter Page Creation**

**Google+ Page Creation**

**Regular Updates**

**LinkedIn Profile Creation**

**Profile Creation**

**REPORTING**

**Traffic Log Analysis**

**Keywords Ranking Report**

**Weekly Progress Reports**

***Daily Task***

**OFF-PAGE OPTIMIZATION AND LINK BUILDING**

**Social Bookmarking**

**Classified Ads**

**Business Profile Creation**

**Image Sharing**

**Tumblr Submissions**

**Directory Submission**

**Yext Listing**

**SES Submission**