

## My Ultra Efficient Task System

### Daily Tasks



Uploading pins consistently

### Monthly Tasks



- KW research
- Prepare titles & descriptions
- Review your analytics



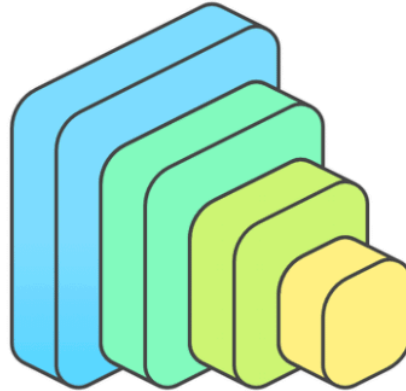
### Weekly Tasks

- Write 5 articles
- Research top-ranking pins



### One-Time Tasks

- Optimize your profile
- Delete underperforming boards & pins



We like to keep everything as simple and efficient as possible, that's why we structure tasks into four categories:

*daily, weekly, monthly, and one-time to-dos.*

#### 1. Daily tasks:

1. Uploading pins (should take you no more than 10 min., you can view [our efficient process here](#)).

#### 2. Weekly tasks:

1. Writing articles—five articles per week per site.

That's enough if you upload 8 to 12 pins/day to different URLs.

For each blog post, create a total of 20 pins and publish them over 20 days—one pin per day per blog post.

Of course, you can write more if you want.

2. Research what type of pins are currently ranking for each KW and create pins in a similar style.

#### 3. Monthly tasks:

1. KW research: That's an important task and something you should focus on (~2 hours).

2. Create catchy titles and pin & board descriptions in your overview sheet (<5 min). Automate this step with our [Pin & Board Description Generator](#) and your titles with our [Catchy Bulk Title Generator](#).

3. Analyze your account in-depth once a month: ~10 minutes.

#### 4. One-time tasks:

1. Optimize your profile: ~10 minutes.

2. Delete underperforming boards: ~10 minutes.

**Means:**

- Weekly time investment: ~ 2 hours.
- +
- Monthly time investment: ~ 2,5 hours.