

BEK – Brown Enterprises of KS  
Buddy Web Services & Synergistic Business Marketing

Present —

# BASICS: SOCIAL MEDIA INTEGRATION

*With*

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Kansas



*And*

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On the following two pages I have provided forms for ---

Social Media – Management Planning – Setting up the Accounts

and

Social Media – Time Tracking

You may not be interested in actually using the forms (you may want to make your own) but items on the forms will give you a clue as to “How To” efficiently set-up any new accounts you may need and track time so you have an idea of how to handle the time restraints you’ll need for yourself or an employee.

**Thank You for attending today’s Webinar-Workshop!**

# SOCIAL MEDIA MANAGEMENT PLANNING

Eileen Brown - buddyservices@gmail.com  
Social Media Integration  
Setting Up Accounts

## Preparation - *Setting up Accounts*

- choose and prepare profile photo.
- have links ready to copy/paste.
- prepare graphics for biz pages.
- prepare statements for profiles.

♦ Date \_\_\_\_\_ Platform Facebook Time start/stop \_\_\_\_\_  
Profile Photo Size \_\_\_\_\_ Graphic Size \_\_\_\_\_  
Account Name \_\_\_\_\_ Password \_\_\_\_\_  
URL \_\_\_\_\_  
Completed items \_\_\_\_\_  
Still TO DO \_\_\_\_\_  
Total Hours SPENT \_\_\_\_\_

♦ Date \_\_\_\_\_ Platform Google+ Time start/stop \_\_\_\_\_  
Profile Photo Size \_\_\_\_\_ Graphic Size \_\_\_\_\_  
Account Name \_\_\_\_\_ Password \_\_\_\_\_  
URL \_\_\_\_\_  
Completed items \_\_\_\_\_  
Still TO DO \_\_\_\_\_  
Total Hours SPENT \_\_\_\_\_

♦ Date \_\_\_\_\_ Platform LinedIn Time start/stop \_\_\_\_\_  
Profile Photo Size \_\_\_\_\_ Graphic Size \_\_\_\_\_  
Account Name \_\_\_\_\_ Password \_\_\_\_\_  
URL \_\_\_\_\_  
Completed items \_\_\_\_\_  
Still TO DO \_\_\_\_\_  
Total Hours SPENT \_\_\_\_\_

♦ Date \_\_\_\_\_ Platform Pinterest Time start/stop \_\_\_\_\_  
Profile Photo Size \_\_\_\_\_ Graphic Size \_\_\_\_\_  
Account Name \_\_\_\_\_ Password \_\_\_\_\_  
URL \_\_\_\_\_  
Completed items \_\_\_\_\_  
Still TO DO \_\_\_\_\_  
Total Hours SPENT \_\_\_\_\_

♦ Date \_\_\_\_\_ Platform Twitter Time start/stop \_\_\_\_\_  
Profile Photo Size \_\_\_\_\_ Graphic Size \_\_\_\_\_  
Account Name \_\_\_\_\_ Password \_\_\_\_\_  
URL \_\_\_\_\_  
Completed items \_\_\_\_\_  
Still TO DO \_\_\_\_\_  
Total Hours SPENT \_\_\_\_\_

# SOCIAL MEDIA TIME TRACKING

Eileen Brown - buddyservices@gmail.com  
Social Media Integration  
Time Tracking

Preparation - What was shared - - -  Misc. Other Info.  
 Blog Entry Article |  Audio Recording |  Video |  New Website Page

♦ Date \_\_\_\_\_ Platform Facebook Who?: \_\_\_\_\_  
Time start/stop \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Todays GOAL \_\_\_\_\_  
NOTES \_\_\_\_\_  
\_\_\_\_\_  
Total Time Spent \_\_\_\_\_

♦ Date \_\_\_\_\_ Platform Google+ Who?: \_\_\_\_\_  
Time start/stop \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Todays GOAL \_\_\_\_\_  
NOTES \_\_\_\_\_  
\_\_\_\_\_  
Total Time Spent \_\_\_\_\_

♦ Date \_\_\_\_\_ Platform LinkedIn Who?: \_\_\_\_\_  
Time start/stop \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Todays GOAL \_\_\_\_\_  
NOTES \_\_\_\_\_  
\_\_\_\_\_  
Total Time Spent \_\_\_\_\_

♦ Date \_\_\_\_\_ Platform Pinterest Who?: \_\_\_\_\_  
Time start/stop \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Todays GOAL \_\_\_\_\_  
NOTES \_\_\_\_\_  
\_\_\_\_\_  
Total Time Spent \_\_\_\_\_

♦ Date \_\_\_\_\_ Platform Twitter Who?: \_\_\_\_\_  
Time start/stop \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Todays GOAL \_\_\_\_\_  
NOTES \_\_\_\_\_  
\_\_\_\_\_  
Total Time Spent \_\_\_\_\_