



Module 4: Task Sheet

The Following Tasks Should Be Completed This Week:

- Schedule no more than 15 minutes per day to work on your school's social media use. Schedule a time in either the morning or the afternoon where you will post to your school's social media profiles.
- Post 1 to 4 messages on your school's Twitter profile per day. Use [this list here](#) to help you get ideas on what type of content you should be posting.
- Post 1 to 4 messages on your school's Facebook Page per week. These should be the most important posts of the week. Pictures, videos, and links to school events should almost always be posted on your school's Facebook Page.
- Decide whether or not you will use social media just once per day, or if you will check in two to three times per day. I recommend checking in one time in the morning and one more time before you go home in the evening.
- Share your results this week in the [Members Forum](#).