

30-Minute Marketing Agenda

My Weekly Marketing Appointment

DAY: _____ TIME: _____ ON MY CALENDAR ☐

1. Commit - 5 minutes

What is one thing you want clients to know this week?

2. Create - 10 minutes

Create one useful piece of content:

Topic: _____

☐ Social Post ☐ Blog Post ☐ Client Email

3. Connect - 10 minutes

Spend a few minutes interacting with others.

☐ Reply to a client ☐ Start one conversation
☐ Leave a LinkedIn comment

4. Capture - 5 minutes

Write down your next idea before you finish.

You're finished!

One focused marketing appointment each week helps you stay visible without feeling overwhelmed.