

Email Scheduling Checklist

Tip: Print out this checklist and fill in your notes.

Product Promotion Plan: Because you'll be planning your content around the product promotions you will be doing, start by scheduling your product promotions for the year. Obviously, this schedule can be adjusted, but planning in advance will make things easiest for you.

January:

Product:	Possible Content Theme & Ideas
1. _____	_____
_____	_____
2. _____	_____
_____	_____
3. _____	_____
_____	_____
4. _____	_____
_____	_____

February:

Product:	Possible Content Theme & Ideas
1. _____	_____
_____	_____
2. _____	_____
_____	_____
3. _____	_____
_____	_____

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4. _____

March:

Product:	Possible Content Theme & Ideas
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1. _____	_____
_____	_____

2. _____	_____
_____	_____

3. _____	_____
_____	_____

4. _____	_____
_____	_____

April:

Product:	Possible Content Theme & Ideas
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1. _____	_____
_____	_____

2. _____	_____
_____	_____

3. _____	_____
_____	_____

4. _____	_____
_____	_____

May:

Product:	Possible Content Theme & Ideas
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

June:

Product:	Possible Content Theme & Ideas
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

July:

Product:	Possible Content Theme & Ideas
1. _____	_____
_____	_____
2. _____	_____
_____	_____
3. _____	_____
_____	_____
4. _____	_____
_____	_____

August:

Product:	Possible Content Theme & Ideas
1. _____	_____
_____	_____
2. _____	_____
_____	_____
3. _____	_____
_____	_____
4. _____	_____
_____	_____

September:

Product:	Possible Content Theme & Ideas
1. _____	_____
_____	_____
2. _____	_____
_____	_____
3. _____	_____
_____	_____
4. _____	_____
_____	_____

October:

Product:	Possible Content Theme & Ideas
1. _____	_____
_____	_____
2. _____	_____
_____	_____
3. _____	_____
_____	_____
4. _____	_____
_____	_____

November:

Product:	Possible Content Theme & Ideas
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1. _____

2. _____

3. _____

4. _____

December:

Product:

Possible Content Theme & Ideas

1. _____

2. _____

3. _____

4. _____

Once you've got your promos and ideas filled out, mark your schedule in a calendar, planner or PDA so you can see your plans at a glance and be prepared.