**SOCIAL MEDIA ACTION PLAN – Timescales & Responsbilities**

Name:

Business:

Date: Spring/Summer 2021

|  |  |  |  |
| --- | --- | --- | --- |
| Day/Week/Month | Day/Month | Task  Description & Responsibility | Post Task Action  Description & Responsibility |
| 1 | Mon | Description:  Responsibility: | Description:  Responsibility: |
| 2 | etc | Description:  Responsibility: | Description:  Responsibility: |
| 3 |  | Description:  Responsibility: | Description:  Responsibility: |
| 4 |  | Description:  Responsibility: | Description:  Responsibility: |
| 5 |  | Description:  Responsibility: | Description:  Responsibility: |
| 6 |  | Description:  Responsibility: | Description:  Responsibility: |
| 7 |  | Description:  Responsibility: | Description:  Responsibility: |