



LinkedIn

in 10 Minutes a Day

Monday - Tuesday - Wednesday - Thursday

- Set a timer for 10 minutes.
- Check your notifications.
 - Congratulate any work anniversaries that pop up. Make it a heartfelt note. If you don't recognize the person, maybe it's time to disconnect.
 - If anyone commented on your post, shared your post, or mentioned you in a post, go engage with that post (i.e. like, comment, or share.)
- Check your messages. Disconnect with people who are spamming with you and engage in any ongoing conversations.
- Scroll through your feed and comment on 1 post, react to 1 post, and share 1 post. Don't worry; your feed will become more relevant and interesting, the more you engage with it.

Friday

- Set a timer for 10 minutes.
- Find 5 relevant connections and send a request with a personalized note*.
- Who should you find? Simple! Look at your planner from the past week. Who did you have meetings with? Who did you talk to online or offline? Are you connected with those people on LinkedIn? If not, connect. If you already are, connect with 1 (or more) of their connections by visiting their profiles. Simply look for job titles that fit your ideal customer.

**Fit your personality. It can be as simple as... "Hey NAME, I know NAME from WHERE and thought it'd be cool if we connected."*

**If you already know the person, it's even easier... "Hey NAME it great talking with you at WHERE, thanks for connecting on LinkedIn!"*