



# SOCIAL MEDIA CONTENT PLANNING AND CREATION

HOW TO PLAN YOUR SOCIAL MEDIA CONTENTS AND ENGAGED WITH YOUR  
AUDIENCE

## FIBE AUDAL

EXECUTIVE VIRTUAL ASSISTANT

BOOKKEEPING VA

ECOMMERCE SPECIALIST

### • Contact Info






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# SOCIAL MEDIA CONTENT PLANNING

## FACEBOOK

DATE	CONTENT	STATUS
Monday June 26 2023 6:00AM	<p>Start everyday with the right attitude. Happy Monday, co #ExecutiveVirtualAssistant #BookeepingVA #EcommerceSpecialist</p> 	Scheduled
Tuesday June 27 2023 11:25AM	<p>Article: Do you know the pros and cons of the most recommended Accounting Software? #ExecutiveVirtualAssistant #BookeepingVA #EcommerceSpecialist</p> 	Scheduled
Wednesday June 28 2023 12:30PM	<p>What is Empathy? How to be an effective customer care specialist. #ExecutiveVirtualAssistant #BookeepingVA #EcommerceSpecialist</p> 	Scheduled
Thursday June 29 2023 4:55PM	<p>Do you know how Krisp can help you with your work from home career? #ExecutiveVirtualAssistant #BookeepingVA #EcommerceSpecialist</p> 	Scheduled
Friday June 30 2023 5:30PM	<p>Tough times never last, but tough people do. It has been a productive week eh? You thought you're not gonna make it 'til Friday but hey! #ExecutiveVirtualAssistant #BookeepingVA #EcommerceSpecialist</p> 	Scheduled

# TWITTER

## DATE

Monday  
June 26 2023  
11:45AM

Tuesday  
June 27 2023  
6:30AM

Wednesday  
June 28 2023  
5:05PM

Thursday  
June 29 2023  
12:20PM

Friday  
June 30 2023  
8:45PM

## CONTENT



Virtual Assistant or Executive Virtual Assistant: ?What's the difference.  
#ExecutiveVirtualAssistant  
#BookkeepingVA  
#EcommerceSpecialist

How can you make your desk productive?  
#ExecutiveVirtualAssistant  
#BookkeepingVA  
#EcommerceSpecialist



Excellence is not a skill. It is an attitude. #ExecutiveVirtualAssistant  
#BookkeepingVA  
#EcommerceSpecialist

What are the Bookkeeping Tasks?  
#ExecutiveVirtualAssistant  
#BookkeepingVA  
#EcommerceSpecialist

### Bookkeeping tasks

- ✓ Data Entry
- ✓ Bank Reconciliation
- ✓ Monthly Reports
- ✓ Invoicing
- ✓ Paying Bills
- ✓ Payroll
- ✓ Preparing Tax returns
- ✓ Managing KPIs
- ✓ Providing Strategic Advice
- ✓ End of year reporting
- ✓ Business Processes



What is Canva?  
#ExecutiveVirtualAssistant  
#BookkeepingVA  
#EcommerceSpecialist

## STATUS

Scheduled

Scheduled

Scheduled

Scheduled

Scheduled

## LINKEDIN

### DATE

### CONTENT

### STATUS

Monday  
June 26 2023  
6:30PM

The advantages of getting a Virtual Assistant.  
#ExecutiveVirtualAssistant  
#BookeepingVA  
#EcommerceSpecialist



Scheduled

Tuesday  
June 27 2023  
11:25AM



What are the top 5 accounting software used in 2023?  
#ExecutiveVirtualAssistant  
#BookeepingVA  
#EcommerceSpecialist

Scheduled

Wednesday  
June 28 2023  
7:45AM

What is Loom? A useful info for start up VAs.  
#ExecutiveVirtualAssistant  
#BookeepingVA  
#EcommerceSpecialist



Scheduled

Thursday  
June 29 2023  
12:20PM



Do the best you can until you know better. And when you know better, do better. - Maya Angelou  
#ExecutiveVirtualAssistant  
#BookeepingVA  
#EcommerceSpecialist

Scheduled

Friday  
June 30 2023  
8:45PM

What is an SLA?  
#ExecutiveVirtualAssistant  
#BookeepingVA  
#EcommerceSpecialist



Scheduled

# INSTAGRAM

## DATE

## CONTENT

## STATUS

Monday  
June 26 2023  
11:35AM



The importance of delegating tasks.  
#ExecutiveVirtualAssistant  
#BookeepingVA  
#EcommerceSpecialist

Scheduled

Tuesday  
June 27 2023  
5:10PM

The art of listening.  
#ExecutiveVirtualAssistant  
#BookeepingVA  
#EcommerceSpecialist



Scheduled

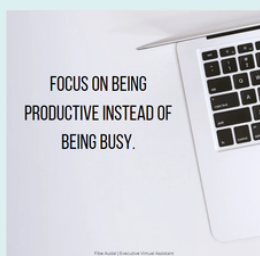
Wednesday  
June 28 2023  
8:50PM

Quality is never an accident, It is always the result of intelligent effort  
- John Ruskin  
#ExecutiveVirtualAssistant  
#BookeepingVA  
#EcommerceSpecialist



Scheduled

Thursday  
June 29 2023  
4:55PM



Focus on being productive instead of being busy.  
#ExecutiveVirtualAssistant  
#BookeepingVA  
#EcommerceSpecialist

Scheduled

Friday  
June 30 2023  
7:25AM

How are the benefits of Shopify to business?  
#ExecutiveVirtualAssistant  
#BookeepingVA  
#EcommerceSpecialist



Scheduled