

# SOCIAL MEDIA CONTENT PLAN

Key Point - Virtual Assistance



By: Keysha Base Sampang

# FACEBOOK CONTENT PLAN

☑ January 17, 2021 Sunday 9:00 A.M.



Check link for 16 reasons WHY.

<https://mytasker.com/blog/reasons-to-hire-virtual-assistants>

☑ January 18, 2021 Monday 9:00 A.M.

We focus on what the client needs  
#generalvirtualassistance



☑ January 19, 2021 Tuesday 9:00 A.M.



Sort things out to achieve what you started  
from the very start. #goalsettings

☑ January 20, 2021 Wednesday 9:00 A.M.

Maintaining databases and client files,  
managing hard copies, scanning documents  
and handling other data-related tasks.



☑ January 21, 2021 Thursday 9:00 A.M.

Virtual assistants can help you  
organize your day-to-day and  
take care of all the non-  
essential tasks so you can focus  
on the bigger picture.

Making it more easier! #admintasks

☑ January 22, 2021 Friday 9:00 A.M.

They understand the way people think, act, and behave  
because social media are consumers and by developing  
strong relationships with them, increases leads and sales.



☑ January 23, 2021 Saturday 9:00 A.M.



"Body is fundamental of everything.  
Don't underestimate it." #virtualassistant

# INSTAGRAM CONTENT PLAN

☑ January 17, 2021 Sunday 9:00 A.M.



"A bad day with coffee is better than a good day without it."

☑ January 18, 2021 Monday 9:00 A.M.

A computer to type documents, send email, and browse the Web. You can also use it to edit or create spreadsheets, presentations, and even videos.



☑ January 19, 2021 Tuesday 9:00 A.M.



The Transcriber's responsibilities include reviewing and editing transcriptions done by speech recognition software, and identifying any inconsistencies.

☑ January 20, 2021 Wednesday 9:00 A.M.

No time for everything? No worries!  
Virtual Assistant at your service! #virtualassistant



☑ January 21, 2021 Thursday 9:00 A.M.



VA work efficiently. Or the process of dividing work into sections and departments.  
#virtualassistant

☑ January 22, 2021 Friday 9:00 A.M.

Don't be afraid. Everyone start from the bottom.  
#virtualassistance



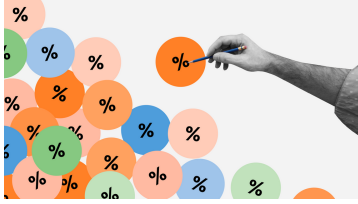
☑ January 23, 2021 Saturday 9:00 A.M.



"Don't forget your, WHY'S." - Coach Keren.  
#virtualassistance

# TWITTER CONTENT PLAN

☑ January 17, 2021 Sunday 9:00 A.M.



What does a Virtual Assistant do best? Check this out : <https://slashdot.org/poll/2429/what-does-a-virtual-assistant-do-best>

☑ January 18, 2021 Monday 9:00 A.M.

Internet research is a very time-consuming activity, and it's a good thing that VAs are skilled in how to do research effectively.



☑ January 19, 2021 Tuesday 9:00 A.M.



You don't just pay, we help each other growth.  
#goalvirtualassistant

☑ January 20, 2021 Wednesday 9:00 A.M.

A VA is generally self-employed and provides professional administrative, technical, or creative assistance to clients remotely from a home office



☑ January 21, 2021 Thursday 9:00 A.M.



We prefer commitment than just to receive.  
#commitment

☑ January 22, 2021 Friday 9:00 A.M.

It guides your actions and lets you know whether you're succeeding or failing. The more specific your plan is, the more effective it will be.



☑ January 23, 2021 Saturday 9:00 A.M.



Start getting one! #virtualassistant

# LINKEDIN CONTENT PLAN

☑ January 17, 2021 Sunday 9:00 A.M.



From one entity or group to another through the use of mutually understood signs, symbols, and semiotic rules.

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This ability to adjust or shift makes an employee nimble and that is important because most industries today are in some state of flux



☑ January 19, 2021 Tuesday 9:00 A.M.



I hope everyone can do it too. Lol!  
#fun

☑ January 20, 2021 Wednesday 9:00 A.M.

It is time to get out of your comfort zone!  
#comfortzone



☑ January 21, 2021 Thursday 9:00 A.M.



When to hire a Virtual Assistant? Check this out!  
<https://www.thevirtualhub.com/ultimate-guide-to-virtual-assistants/hiring-a-virtual-assistant/>

☑ January 22, 2021 Friday 9:00 A.M.

Getting frustrated for not getting clients? Ask questions/polls evaluate and resolve.



☑ January 23, 2021 Saturday 9:00 A.M.



5 reasons Business owners don't hire VA.  
<https://www.virtualdonewell.com/five-wrong-reasons-business-owners-dont-hire-virtual-assistants/>