



## Daily 8 LinkedIn Action Checklist

- ☐ **Check for messages and reply** to everyone who messaged you overnight.
- ☐ **Scan (scroll down on) your home page & react to what's new.** Like, comment or share posts and articles you like.
- ☐ **Click the "My network" button for new invitations & suggested connections.**
  - ☐ INVITATIONS: Reply and accept new invitations.
  - ☐ MORE SUGGESTIONS: Scroll down and you will see "More suggestions for you." See if there anyone there looks interesting, then reach out. Important message: DO NOT just click the "Connect" button! Pop open their profile, then send a personalized message with your connection request.
- ☐ **Check messages.** Click the "Messaging" button and see who's reached out, then reply.
- ☐ **Check notifications.** Click the "Notifications" button and send a note to 5 people who have new jobs, birthdays, anniversaries or whose post / article is trending on LinkedIn.
- ☐ **Scan the updates & respond or comment on 5 people's profiles.** (Congratulations on the new job, happy birthday, etc.)
- ☐ **Scan the "Who's Viewed" list and send messages to the ones who interest you.** This is MAGIC! Ken got a job this way in just 2 weeks when he saw an old coworker had viewed his profile. I've gotten MANY new clients this way (including a \$53K project!)
- ☐ **Help others! Make at least one "warm" introduction for somebody else every day.** This can be as simple as this: "Hello, James. I hope you're having a great week. I think you and Joe Smith should know each other. Here's why ..."