




A Guide to Content Planning







# proc·ess<sup>1</sup>

/ˈprəˌses, ˈprōˌses/ 

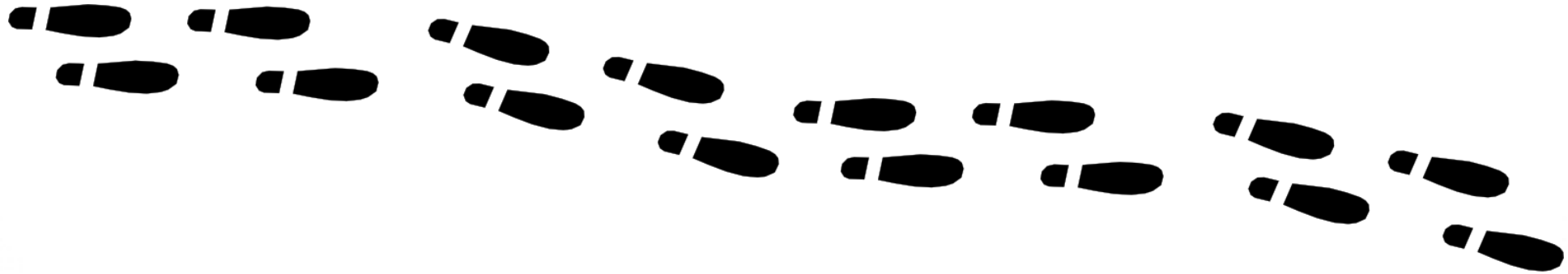
*noun*

1. a series of actions or steps taken in order to achieve a particular end.

"military operations could jeopardize the peace process"

*synonyms:* procedure, operation, action, activity, exercise, affair, business, job, task, undertaking, proceeding

"faxing a seventy page document is an expensive process"





# CONTENT PLANNING BASICS





TIME TO

SHARE







***BUILD  
AN ACTUAL  
CALENDAR***

Where do I start?





# HAVE A MONTHLY MEETING



# Get a Calendar

# Step One



[www.nationaldaycalendar.com](http://www.nationaldaycalendar.com)



**APRIL 2016**

\*\*\*Current Month\*\*\*



MAY 2016



JUNE 2016



JULY 2016



AUGUST 2016



SEPTEMBER 2016





**Find out what  
National Days are  
on your Birthday  
by [clicking here!](#)**

What's Your  
Birthday?




### *March 1*

- National Dadgum That's Good Day
- National Peanut Butter Lover's Day
- National Fruit Compote Day
- National Horse Protection Day
- National Pig Day
- National Minnesota Day
- Self-Injury Awareness Day
- National Read Across America Day (Dr. Seuss Day) – If on Weekend, Moves to Closest School Day
- National Employee Appreciation Day – First Friday in March
- National Dress in Blue Day – First Friday in March
- National Speech and Debate Education Day – First Friday in March
- National Day of Unplugging – First Friday in March



# The K.I.S.S. Content Calendar

The first step in creating your monthly content calendar is the identification of relevant national days. Look for days that “jump off the page” or ones that you can knock out of the park. National Days are typically home run posts and are a great way to seed your content calendar with some early wins!

**STEP 1** 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	<b>NATIONAL DAY #1</b>	9	10	11
12	13	<b>NATIONAL DAY #2</b>	15	16	17	18
<b>NATIONAL DAY #3</b>	20	21	22	23	24	25
26	27	28				

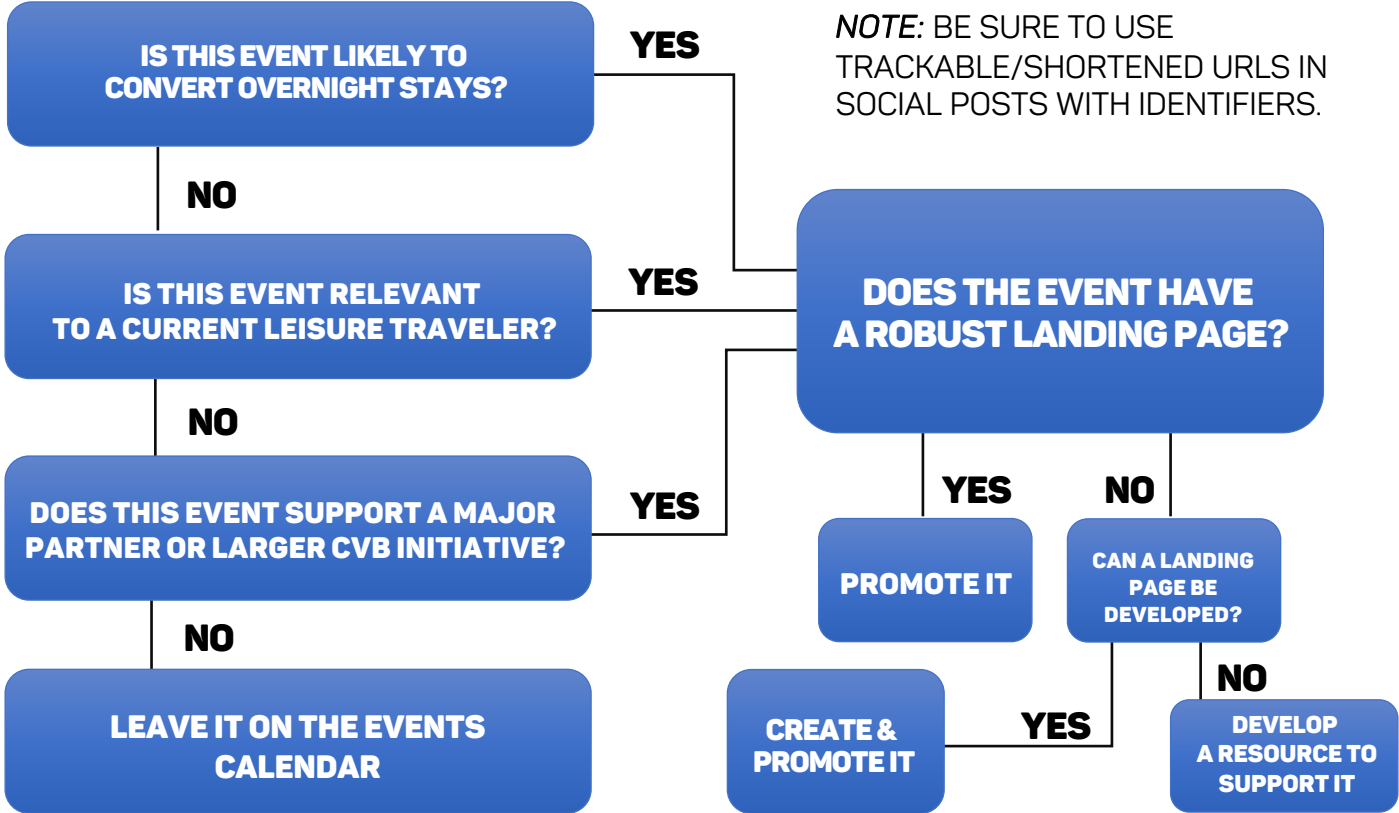


# Step Two

# ADD EVENTS



# SHOULD WE ADD THIS EVENT TO THE CONTENT CALENDAR?



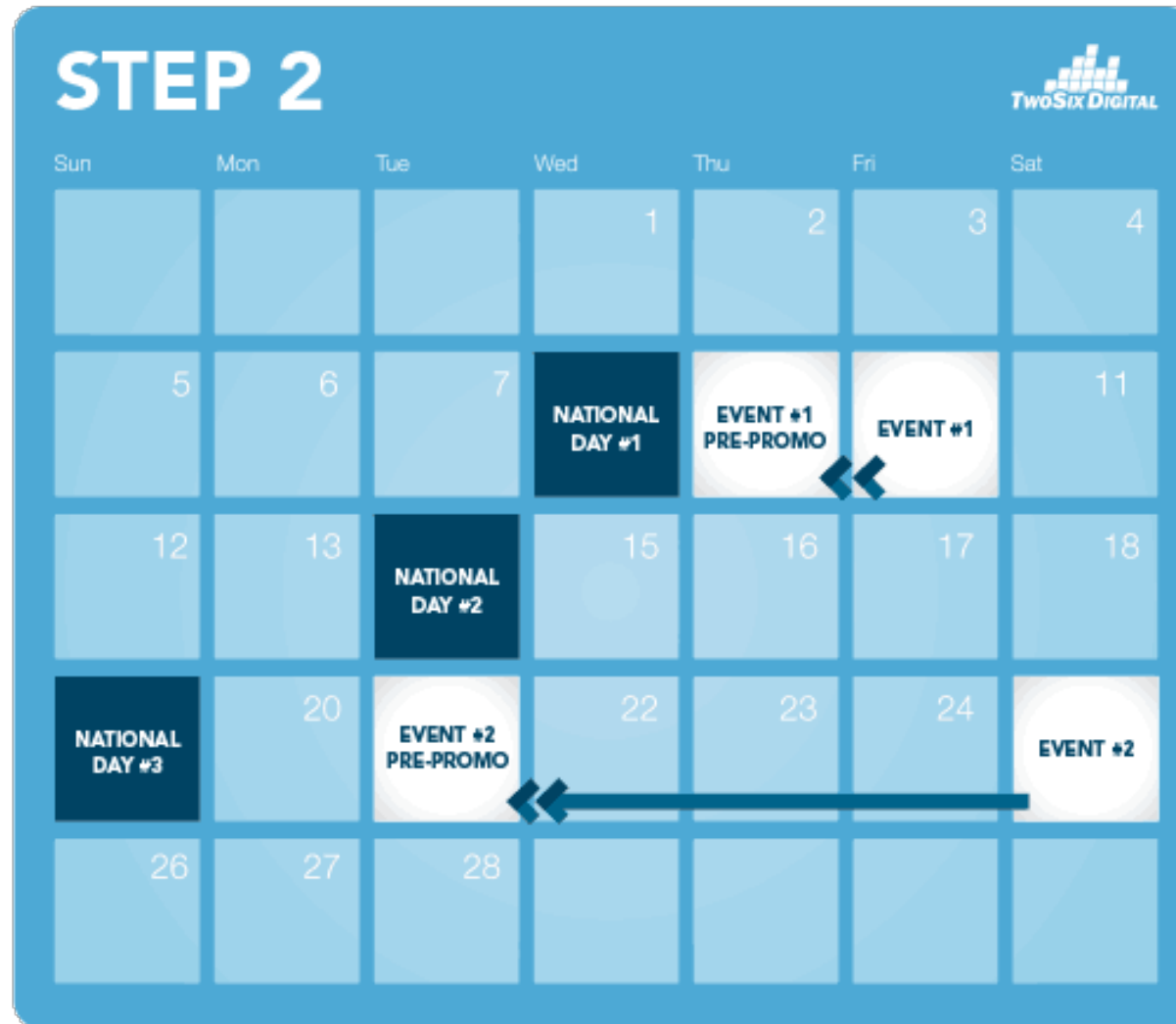






# The K.I.S.S. Content Calendar

The second step is to place leisure events into the calendar. Be sure to look for events that are most likely to convert overnight stays. Be very selective with your choices. You want to promote the area as a destination for travelers, not give off the perception that you are a local community calendar. Pick solid events and you'll pique the attention of potential travelers!



# Step Three

# DAILY THEMES

Focused  
Decision-Making

Well-Rounded  
Storytelling

Built-In Engagement





# Differentiators







# HASH TAG DAY





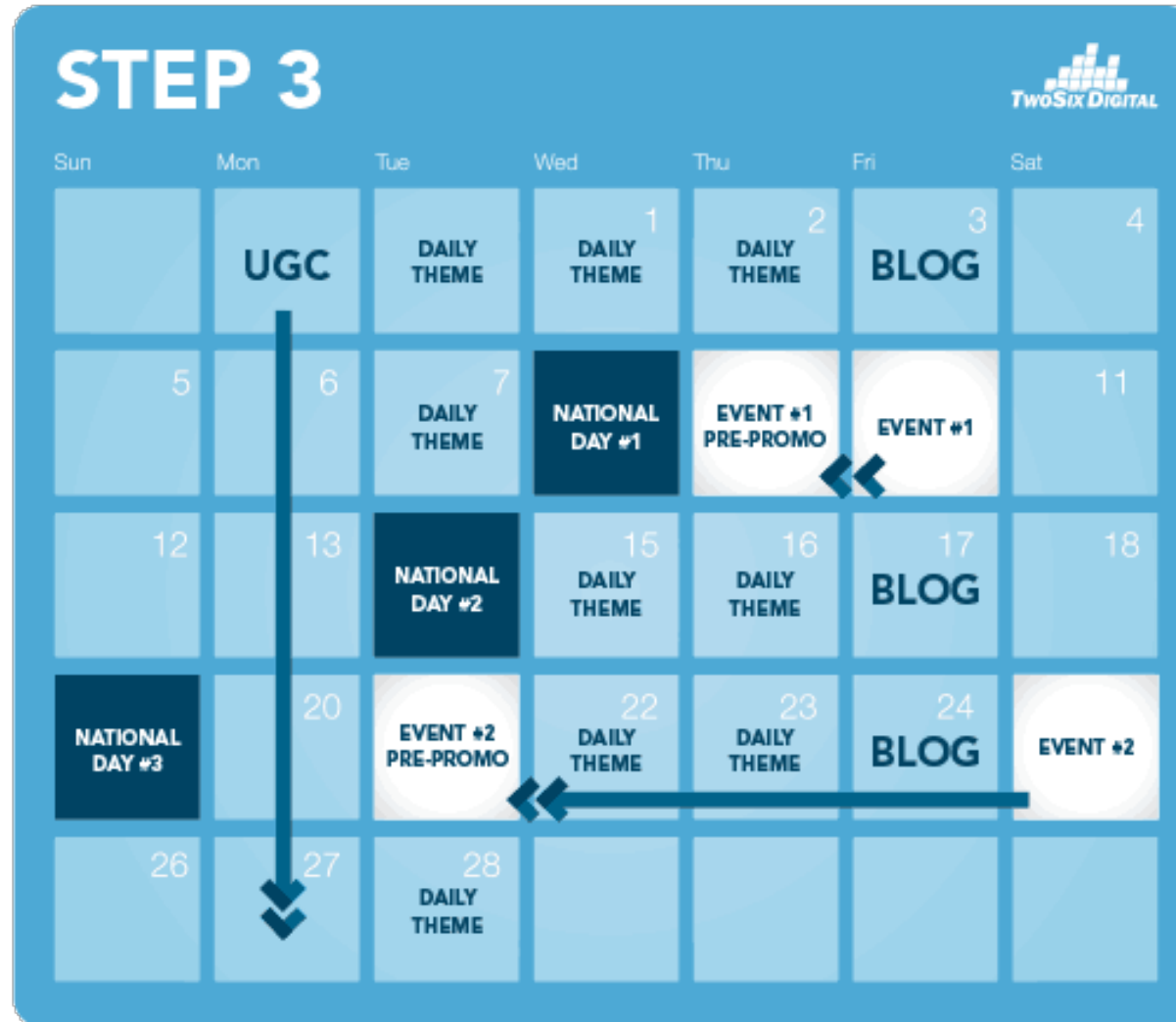
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
UGC +HASHTAG DAY	BLOG DAY	OUTDOOR REC	HISTORY	BEST KEPT SECRET	CTA

## GIVE EACH DAY A THEME AND STICK TO IT

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
UGC +HASHTAG DAY	ATTRACTION	FOODIE	SHOPPING	BLOG DAY	CTA

# The K.I.S.S. Content Calendar

Step three is where you literally “fill in the blanks” with the established daily themes. Keep in mind that the daily themes should represent the overall topic for your posts for an entire day, across all of your channels. Establishing these daily themes will help give you clear direction to support your key niches throughout the month.





# Step Four

GET REGULAR WITH YOUR BLOGS



AT LEAST  
ONCE  
PER WEEK

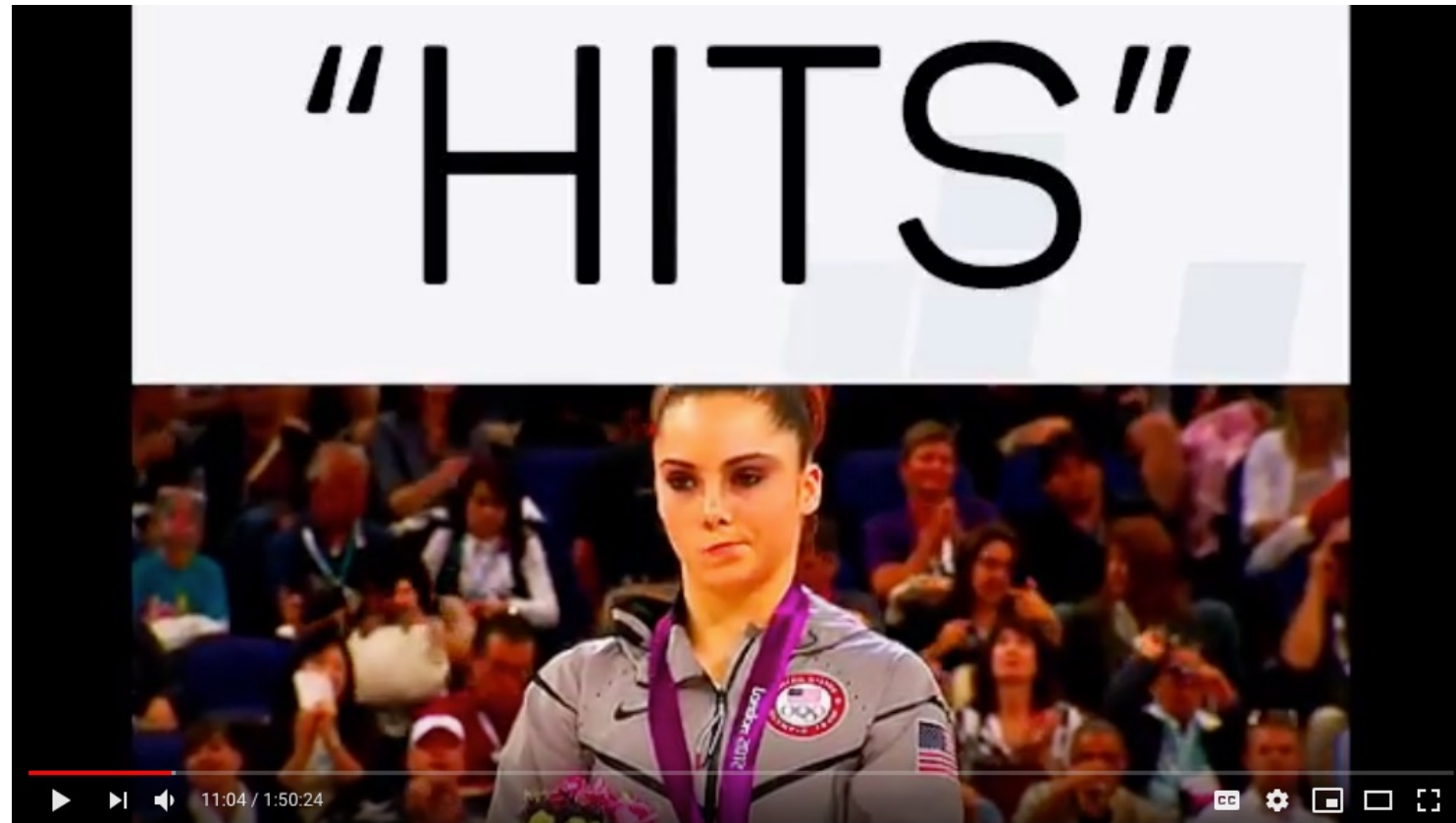






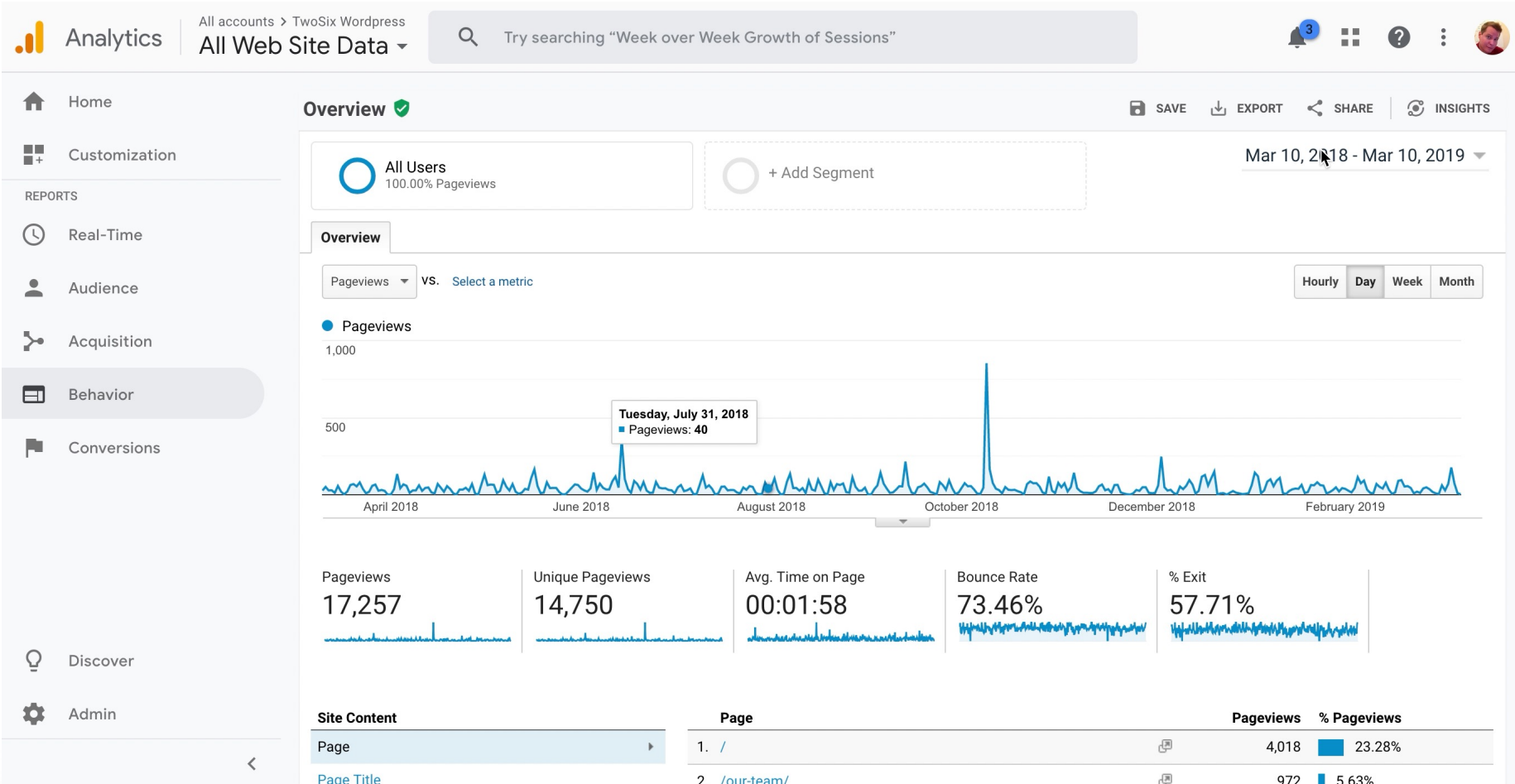
# Google Analytics

# FREE GOOGLE ANALYTICS WEBINAR



[bit.ly/TWOSIXGA](https://bit.ly/TWOSIXGA)

# LOOK AT THE HISTORY BLOGS YOU'VE CREATED





# *GENERALLY:*

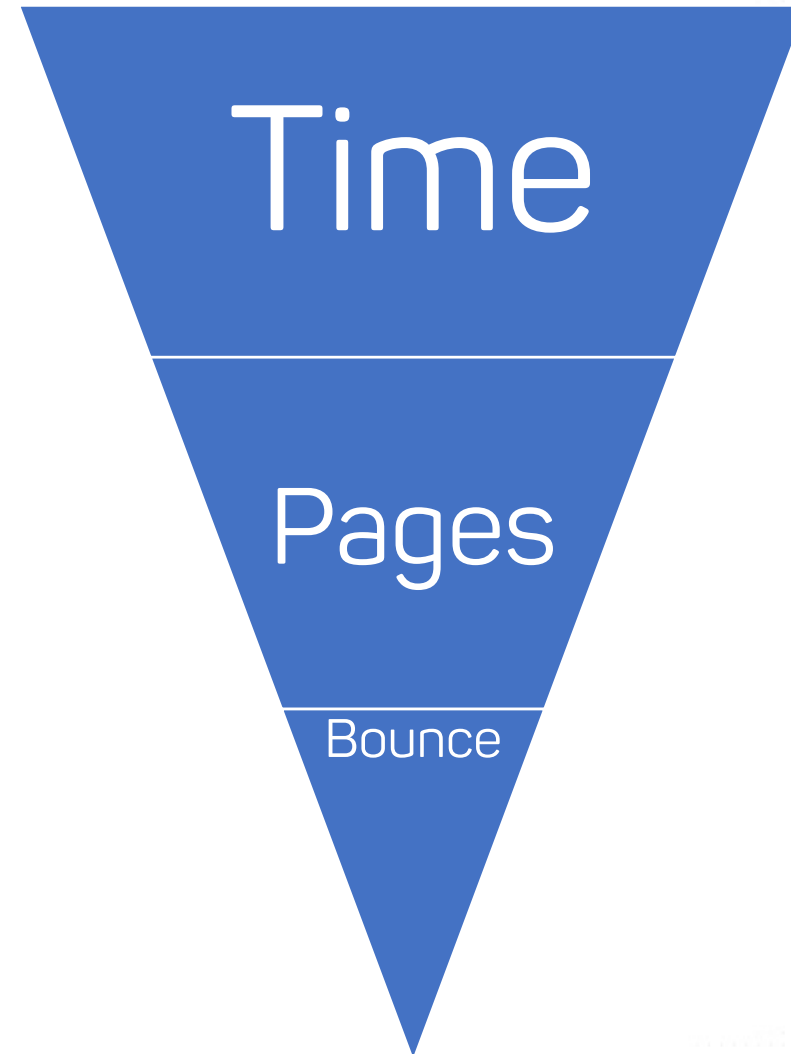
1) Time on Site



2) Pages per  
Session



3) Bounce Rate



The screenshot shows the Microsoft Excel interface with the **Data** tab selected. The **Sort** dialog box is open, displaying the following configuration:

	Column	Sort On	Order	Color/Icon
Sort by	Avg. Session Duration	Values	Largest to Smallest	
Then by	Pages / Session	Values	Largest to Smallest	
Then by	Bounce Rate	Values	Smallest to Largest	

Additional options in the dialog include a checked checkbox for **My list has headers**, and buttons for **Options...**, **Cancel**, and **OK**.

52



~~One and Done~~





übo

sugg

# Ubersuggest

Want more traffic? Ubersuggest shows you how to win the game of SEO.

Just type in a domain or a keyword to get started.

Enter a domain or a keyword

 English / United States

SEARCH



# KEYWORDS

charlestown in
charlestown in restaurants
charlestown indiana christmas
charlestown in state park
new albany in
new albany indiana
new albany in movie theater
new albany indiana hotels
new albany indiana restaurants
new albany in florist
new albany in to louisville ky

new albany in events
new albany in casino
jeffersonville in
jeffersonville in restaurants
jeffersonville in hotels
jeffersonville indiana restaurants
jeffersonville indiana news
jeffersonville in to louisville ky
jeffersonville in map
jeffersonville in population
clarksville in

clarksville in theater
clarksville in restaurants
clarksville in movie theater
ihop clarksville in
clarksville in mall
clarksville 5k
southern indiana caves
southern indiana wineries
southern indiana casino
southern indiana wedding venues
southern indiana cabins



tripadvisor



reddit



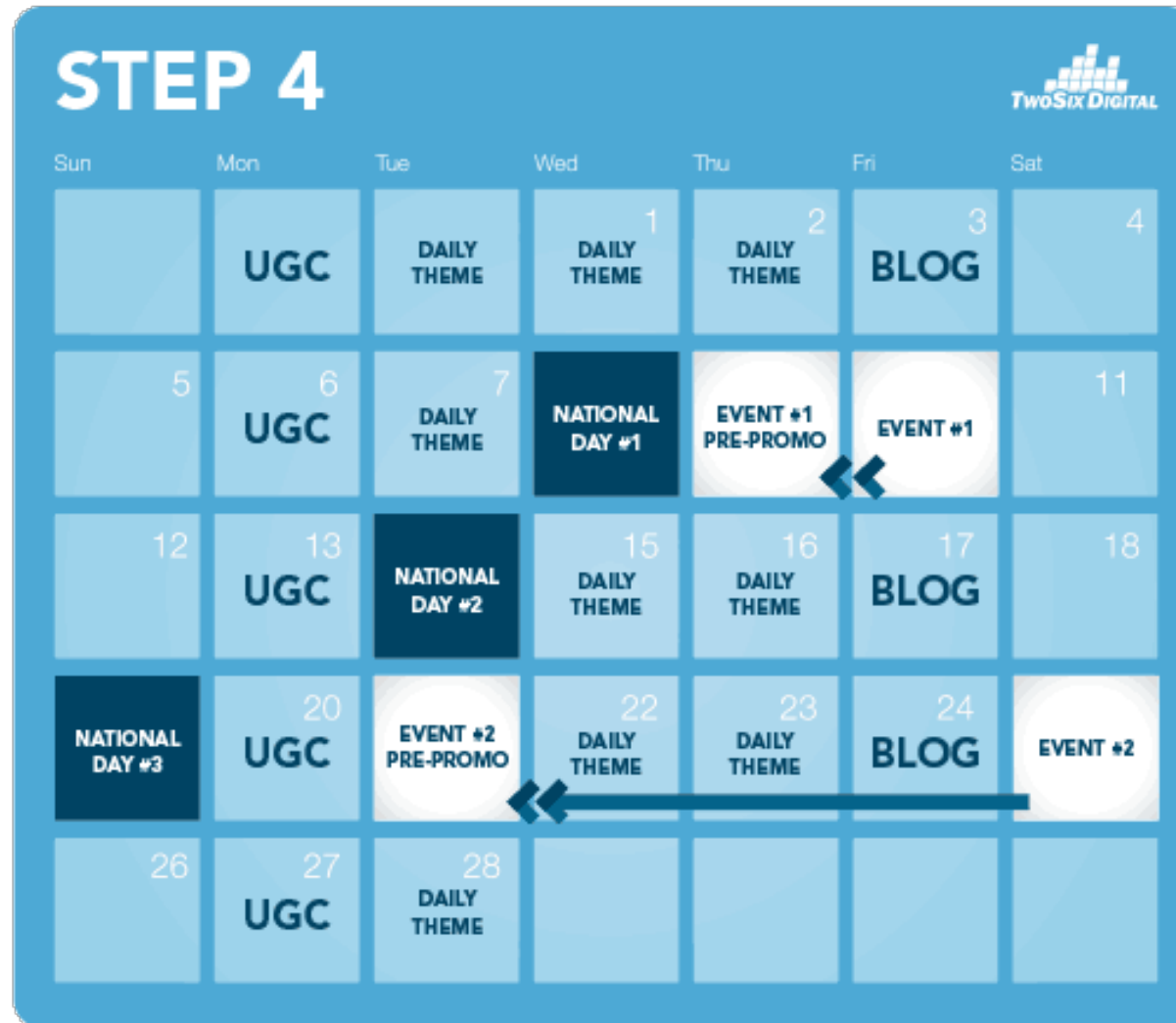






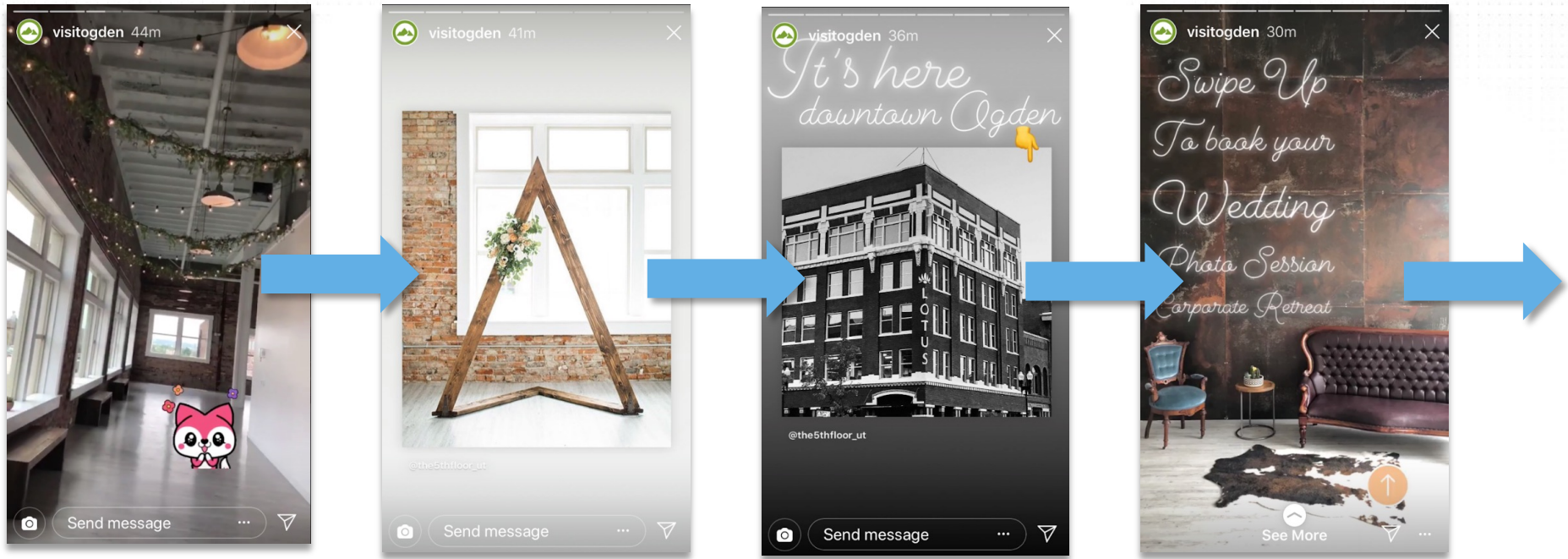
# The K.I.S.S. Content Calendar

The final step is to establish blog topics for the month. Let's secure Friday as your blog day. The blogs should focus on your evergreen blogs and a recycling strategy.





# OPTIONAL STRATEGY




# SUPPORT BLOGS WITH INSTAGRAM STORIES & REELS

# It's the Final Calendar!

After completing the four steps you've got a content calendar to guide you throughout the next month. Just be sure to extend the story around each theme on each of your social media channels.

It's best to have a recurring event in your calendar to remind you to work through this process each month. Having a plan will make a huge difference.

FINAL CALENDAR							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	UGC	DAILY THEME	DAILY THEME 1	DAILY THEME 2	BLOG 3	4	
5	UGC 6	DAILY THEME 7	NATIONAL DAY #1	EVENT #1	BLOG 10	11	
12	UGC 13	NATIONAL DAY #2	DAILY THEME 15	DAILY THEME 16	BLOG 17	18	
NATIONAL DAY #3	UGC 20	EVENT #2	DAILY THEME 22	DAILY THEME 23	BLOG 24	25	
26	UGC 27	DAILY THEME 28					







# Recommended Organic Frequency

- X1 Per Day Facebook
- X1 Per Day Instagram
- 3-10 Tweets Per Day on Twitter
- Weekly Activity on Pinterest
- Weekly Activity on Review Sites
- Weekly Activity on YouTube
- X1 Blog Per Week

Up to 26 Posts per week!



A woman with curly hair is sitting at a table in a meeting, looking stressed with her hands on her forehead. She is surrounded by people who are holding various devices like tablets and laptops. The scene is brightly lit by a window in the background.

**Leisure**

**Groups**

**Sales**

**Website**

A woman dressed as a maid in a white apron and cap over a dark dress is shown in profile, shouting with her mouth wide open. She is in a room with a large window and a decorative chair. The text 'DIGITAL MARKETERS' is overlaid at the bottom.

*DIGITAL MARKETERS*





Actual footage of a CVB employee trying to find enough photo assets.

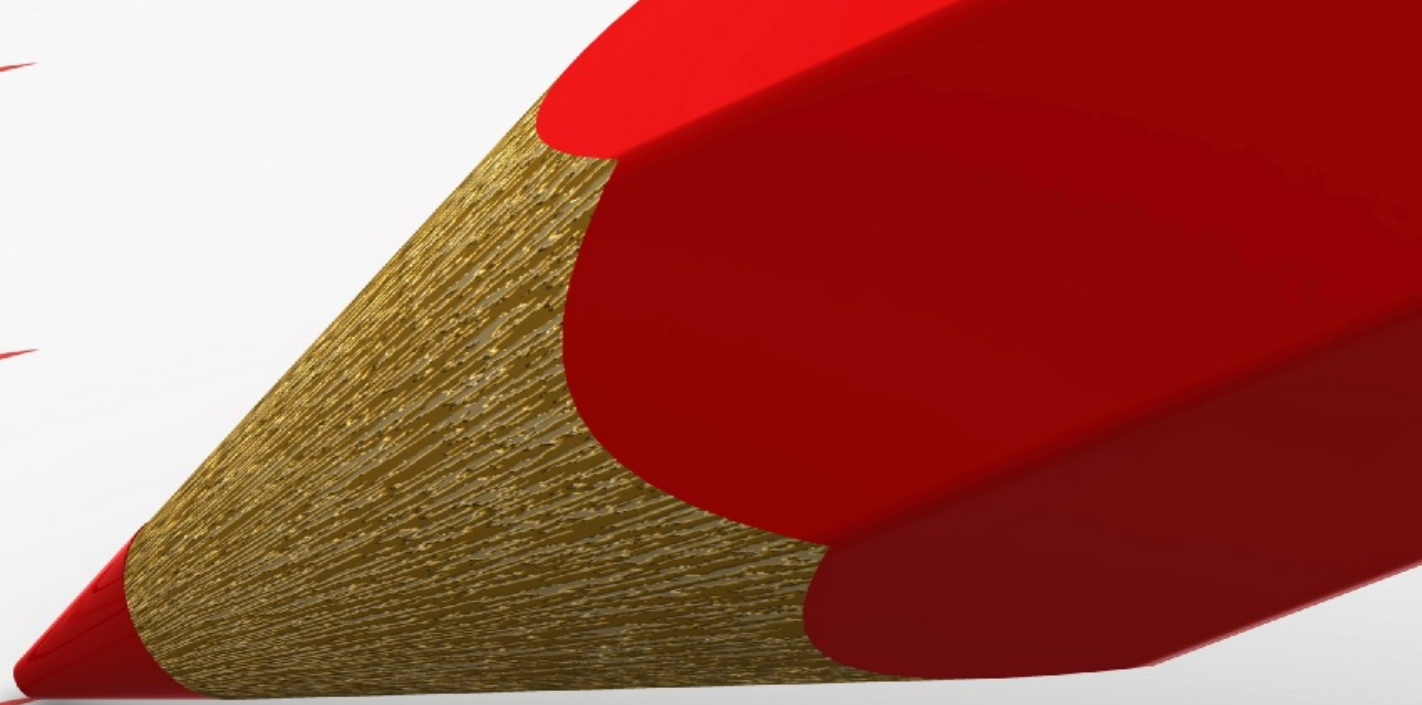
# Get Organized





PRO TIP





3

**SIMPLE  
CHECKLISTS**

- Daily
- Weekly
- Monthly



1. Post on Facebook
2. Like an Instagram
3. Share an old blog

## DAILY CHECKLIST

### FACEBOOK CHECKLIST

Accomplish these tasks every day on Facebook

- Check notifications
- Engage with comments and reviews
- Check Facebook Pages feed for 5 mins
- 
- 
- 

### INSTAGRAM CHECKLIST

Accomplish these tasks every day on Instagram

- Check notifications
- Engage with comments and reviews
- Check #DiscoverLancaster and Lancaster
- 
- 
- 

### TWITTER CHECKLIST

Accomplish these tasks every day on Twitter

- Check notifications
- Engage with feed for 5 minutes
- Engage with hashtag and/or location for 5
- Tweet a photo of Lancaster
- Tweet a discoverlancaster.com link
- Tweet other (video, gif, Pinterest board, et

## WEEKLY CHECKLIST

### FACEBOOK WEEKLY CHECKLIST

Accomplish these tasks every week on Facebook

- Share #DiscoverLancaster UGC post
- Share Amish Culture & Experience post
- Share Food/Beer/Distillery post
- Share Family & Outdoor post
- Share blog

### INSTAGRAM WEEKLY CHECKLIST

Accomplish these tasks every week on Instagram

- Share #DiscoverLancaster UGC post
- Share Amish Culture & Experience post
- Share Food/Beer/Distillery post
- Share Family & Outdoor post
- Share image related blog

### TWITTER WEEKLY CHECKLIST

Accomplish these tasks every week on Twitter

- Use #VisitPA
- Promote 2018 Lancaster Getaway Guide
- Share a sign up link for E-Newsletter

### PINTEREST WEEKLY CHECKLIST

Accomplish these tasks every week on Pinterest

- Pin blog images
- Pin Instagram images
- Include Pinterest board in blog post
- Engage with related pins for 5 mins

## MONTHLY CHECKLIST

### FACEBOOK MONTHLY CHECKLIST

Accomplish these tasks every month on Facebook

- Cross promote another channel/resource
- Encourage someone to leave a review
- Go live
- Share a Facebook Story
- Create a poll on Facebook
- 
- 
- 

### INSTAGRAM MONTHLY CHECKLIST

Accomplish these tasks every month on Instagram

- Upload a video to Instagram
- Use Boomerang, Hyperlapse, or Layout
- 
- 
- 

### TWITTER MONTHLY CHECKLIST

Accomplish these tasks every month on Twitter

- Cross promote your Instagram account
- Tweet a link to a Pinterest board
- Participate in at least two National Days
- Upload a video directly to Twitter
- Tweet link to Discover Lancaster YouTube vid
- Tweet a Discover Lancaster gif
- Create a Twitter Moment
- 

### PINTEREST MONTHLY CHECKLIST

Accomplish tasks every month on Pinterest

- Contribute to a shared board
- Optimize old boards/pins for 30 mins
- 
- 
- 

### YOUTUBE MONTHLY CHECKLIST

Accomplish tasks every month on YouTube

- Share a high quality video
- Complete video distribution checklist
- 
- 
-



# THE 5 RULE

“For every piece of content you create look for FIVE ways that you can either extend the story, share the story or integrate the story into other channels.”

-The Five Rule





# PICK 5



# PICK 5



# PICK 5





## STANDARD BLOG



CHOOSE TWO  
INTEGRATE CONTENT



## INTEGRATED BLOG



SCHEDULED  
TWEET  
2 DAYS LATER



4 HOURS  
LATER

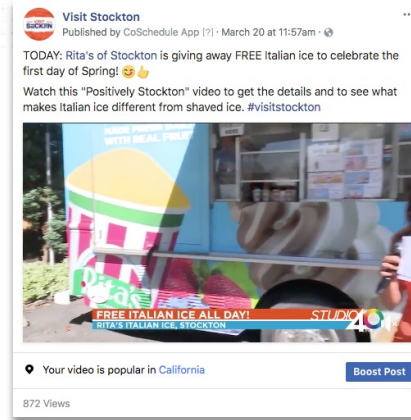


CHANGE  
PROFILE  
LINK



Use all of your social channels to promote your blog. The frequency of sharing varies from network to network

## STEP ONE FACEBOOK POST



## STEP TWO



# EXTEND THE STORY



With the daily story in mind post to Instagram to extend the story. This can make for a great reminder to be active on the channel.



To help gain more consistency on Pinterest it'd be a great idea to post a few pins relating to topics from the week's posts. This doesn't have to happen daily but a week's worth of content can make for some quick activity.



The story on Facebook can help give direction to 1/3 of your tweets for the day. Stick to the theme and cross promote relevant content.



You may not always have a YouTube video that relates but when you do be sure to tweet and pin the videos. This can breathe some extra reach into your evergreen content.

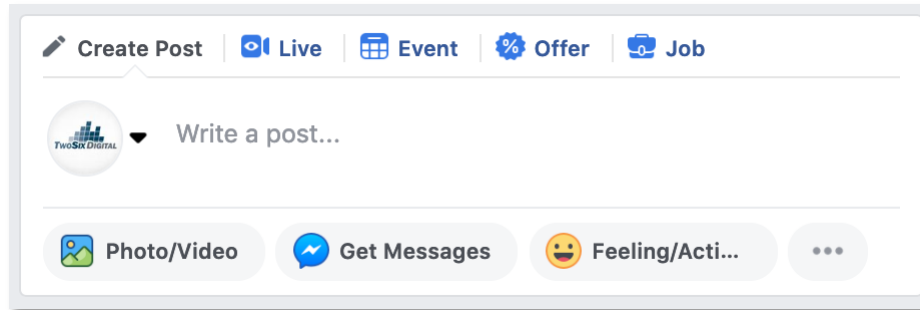
# USE SCHEDULING TOOLS



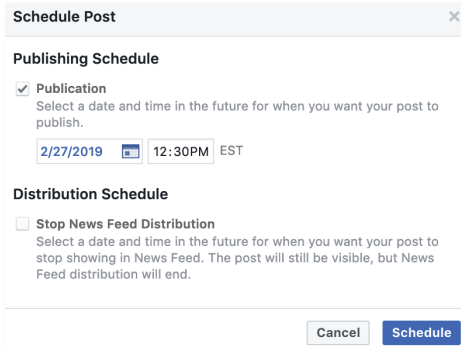
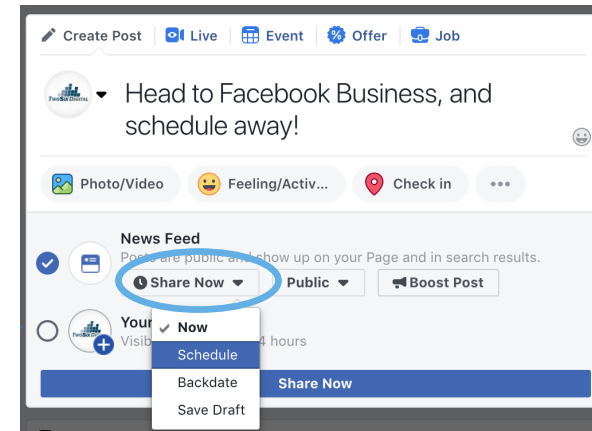
# FACEBOOK SCHEDULING



1) Head to your page and start typing a post.

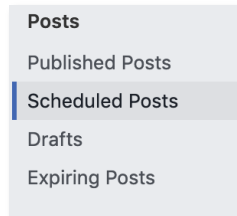
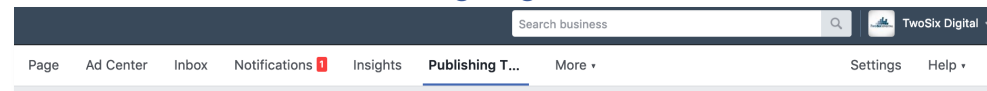


2) Instead of pressing "Share Now", click that dropdown and hit "Schedule". Scheduling natively allows you to easily tag locations/users and feelings/activities.

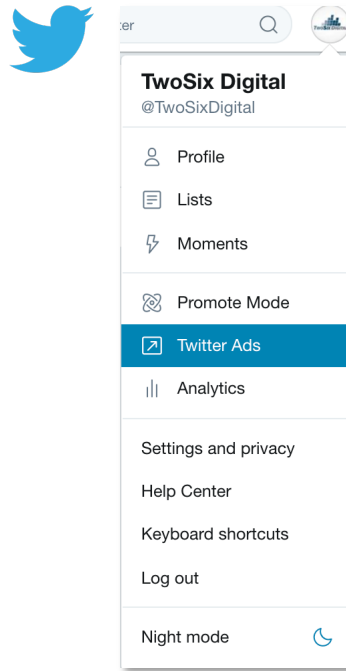


3) Select the date and time and click "Schedule".

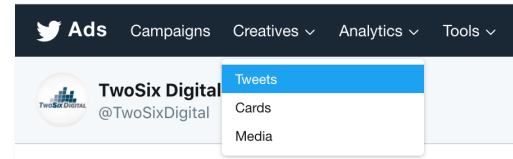
4) You can see all your scheduled posts, and alter them, by heading to your "Publishing Tools" and going to "Scheduled Posts".



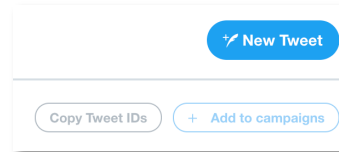
# TWITTER SCHEDULING



1) Click your profile icon to access Twitter ads. You may have to briefly set up an ad account, but no payment is required.

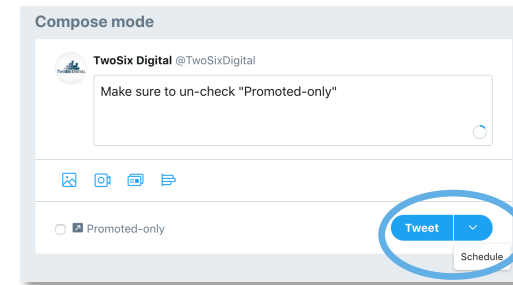


2) Select "Tweets" under the creative menu.



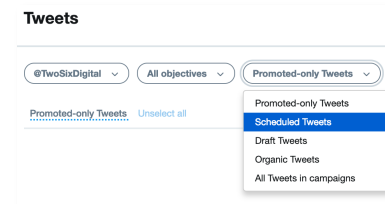
3) Click "New Tweet".

4) Create your Tweet and press the dropdown.



5) Make sure "Promoted-only" is unchecked. This is vital. Then, set the date and time!

6) Your scheduled tweets can be managed by going back to "Tweets" in the "Creative" menu, and then filtering by "Scheduled Tweets".



# FAQ OF TWITTER







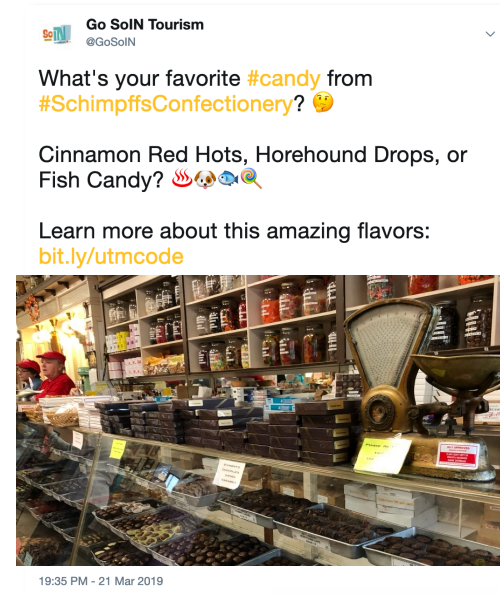
Fact

F



Awareness

A



Question

Q



# X1 PER WEEK







# USE FREE SOCIAL PROMOTION TOOLS









**PAID**



Have I got a deal for you!

# *The New Normal*

- 1-3 Per Week Facebook
- X3 Per Week Instagram
- Weekly Activity on Pinterest

That's a 73% Reduction in Posts!



*[evil laughter]*



A man with dark, wavy hair, wearing a dark blue suit, a white shirt, and a patterned tie, stands behind a podium. He has his eyes closed and a joyful expression, with his arms outstretched to the sides. The podium is equipped with microphones and has some papers on it. The background is dark and out of focus, showing the silhouettes of an audience.

Who is with me?

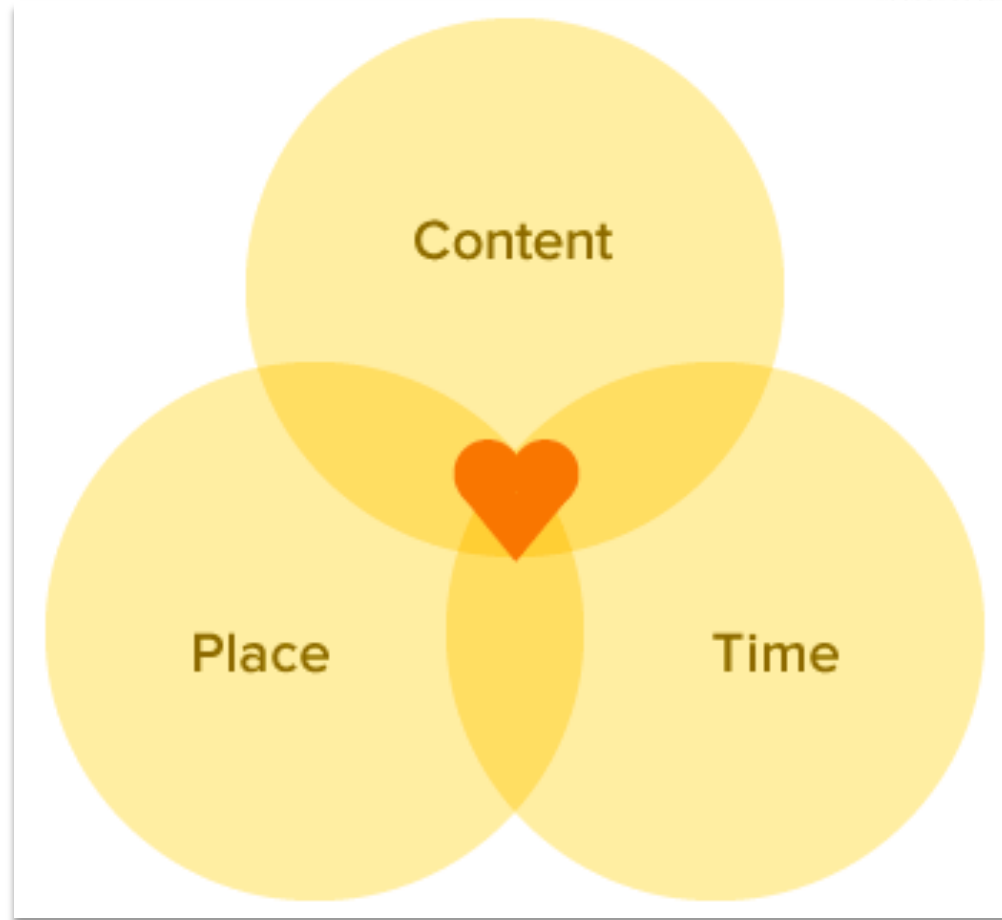


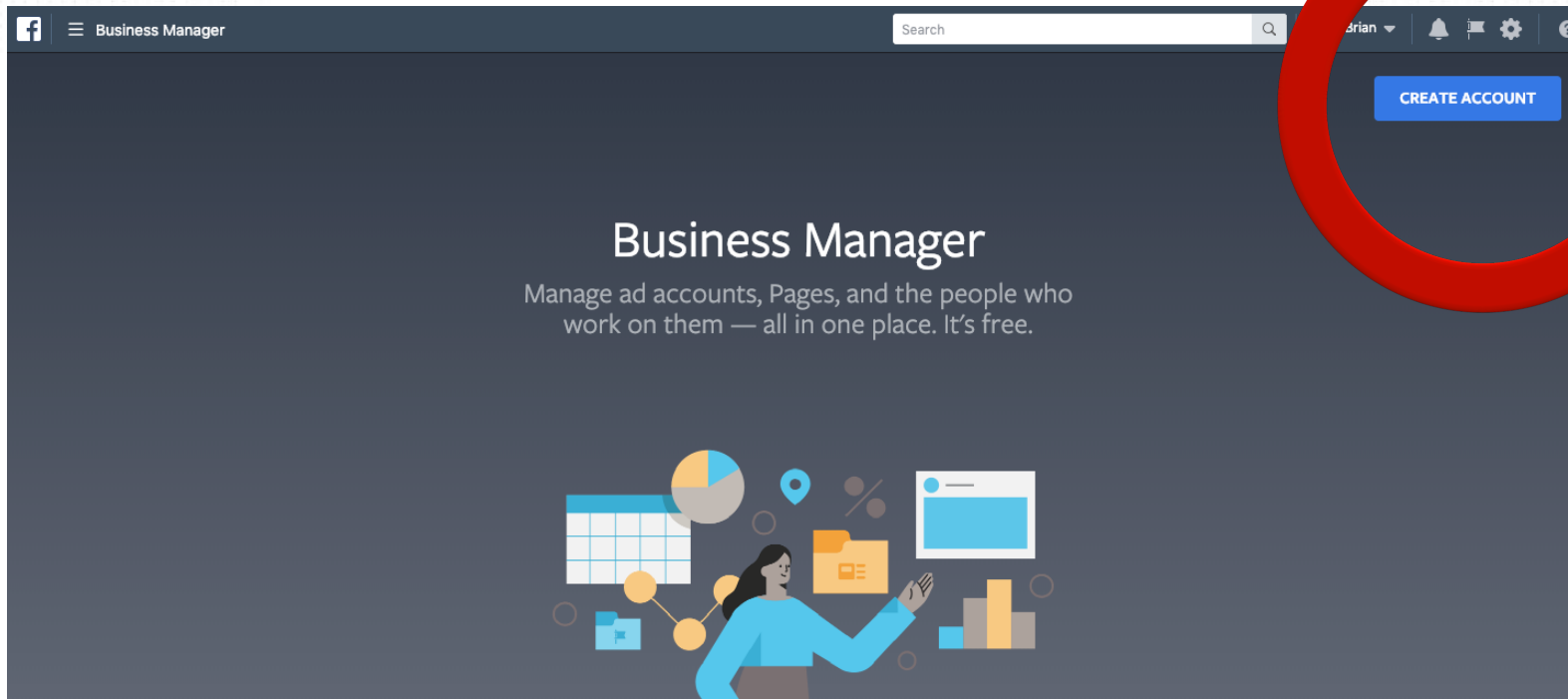


**TAKE**  
**CONTROL**

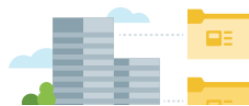


Never before has it been easier to reach the right people at the right time with your brand message.



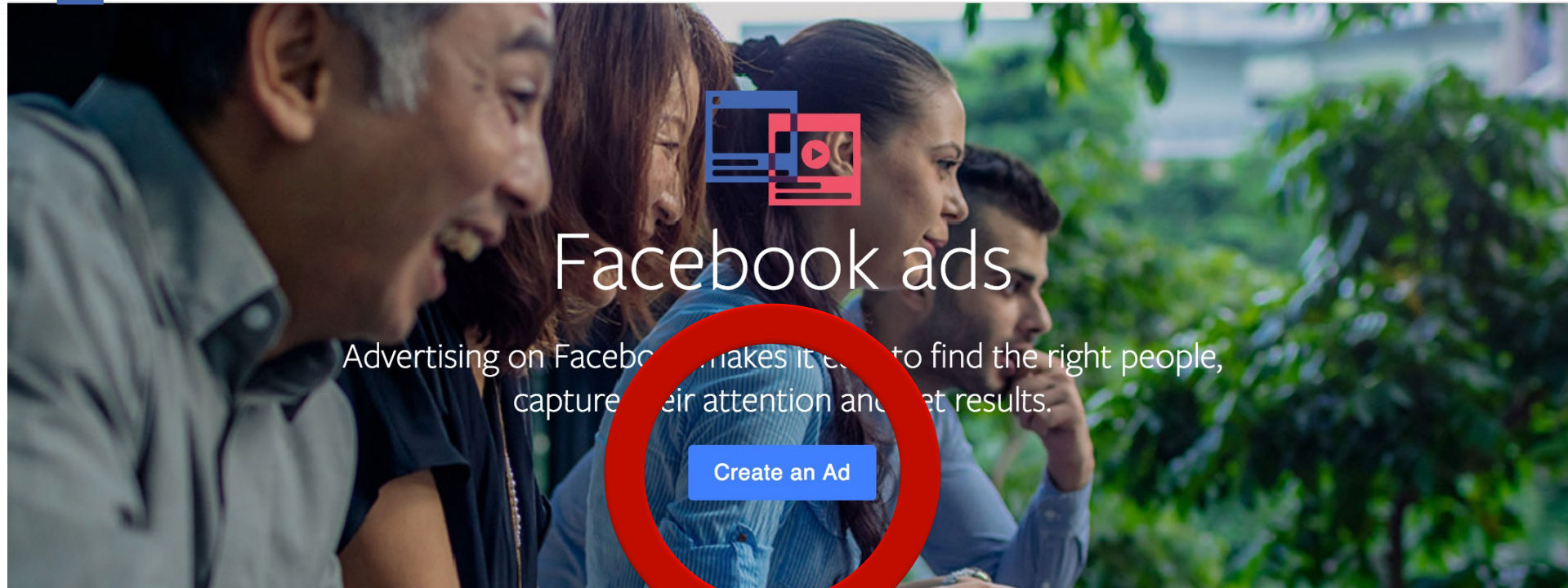


## Why choose Business Manager?



You need more than one ad account.

Create separate ad accounts for every client or business you serve, pay for ads with different payment methods, and organize by objective for reporting.



Your people are here

CREATE A FACEBOOK ADS ACCOUNT





# To Do List

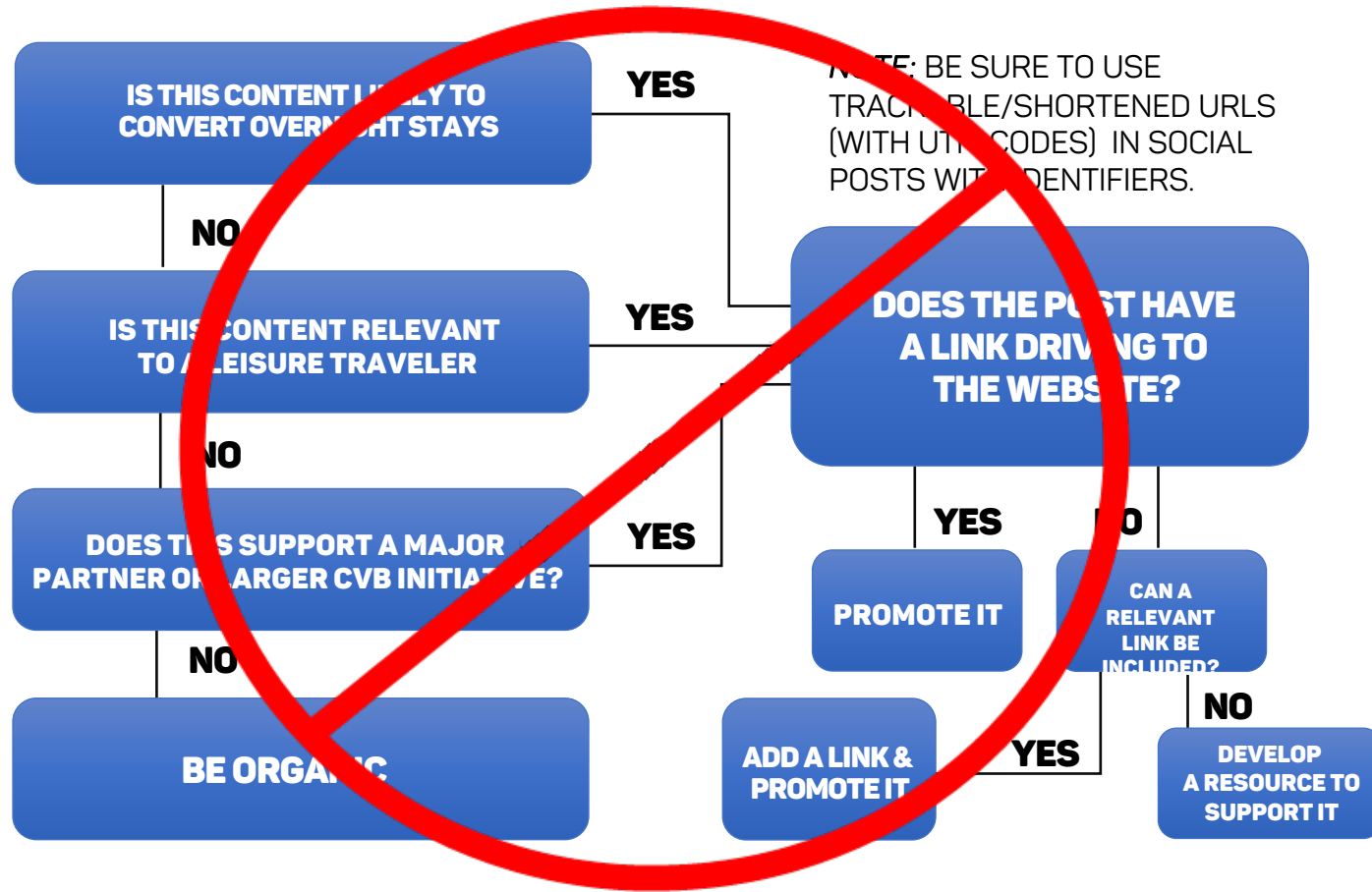
- 1) Get on Business Manager
- 2) Link your Facebook Page to Business Manager
- 3) Create/Add a Facebook Ads Account







# SHOULD WE PROMOTE THIS POST?



# PAID FIRST?

# USE PAID SOCIAL PROMOTION





***“THERE IS REALLY NO  
EXCUSE FOR SOMEONE TO  
SEE YOUR CONTENT WHO  
DOESN'T WANT YOUR  
PRODUCT”***

**Dan Slagen, SVP, Nanigans**

*SHOULD WE BE PAYING  
TO PROMOTE ALL OF OUR  
POSTS ON SOCIAL?*



**YES**

**NO**







NICHE PAID  
PROMO DAY



NICHE IG  
ORGANIC



AD  
PUBLISHING  
DAY



NICHE IG  
ORGANIC



BLOG DAY  
=  
PAY DAY



ENGAGEMENT



ENGAGEMENT

Monday

Tuesday

Wednesday

Thursday

Friday

Weekend

FEED THE ORGANIC FEED WITH YOU BEST ADS







**WAIT, WHAT?**



# All tools

## Shortcuts



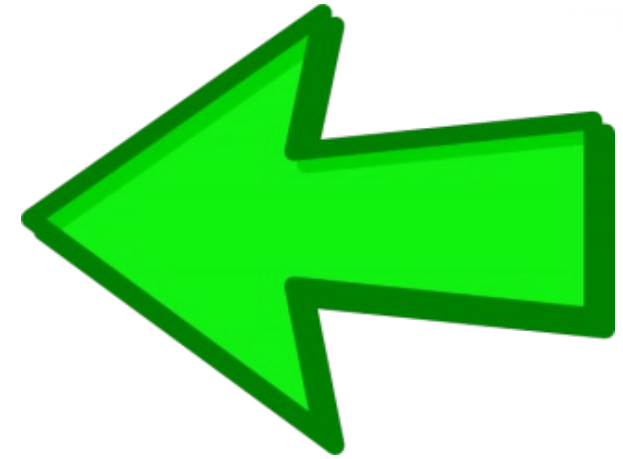
Ads Manager



Audiences



Page posts



Business settings



Ad account settings



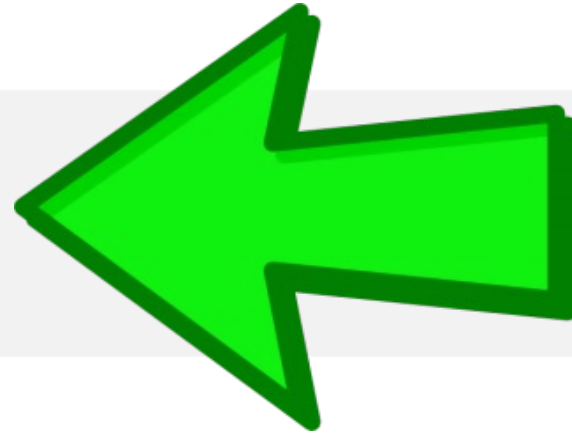
Audience Insights







# Posts

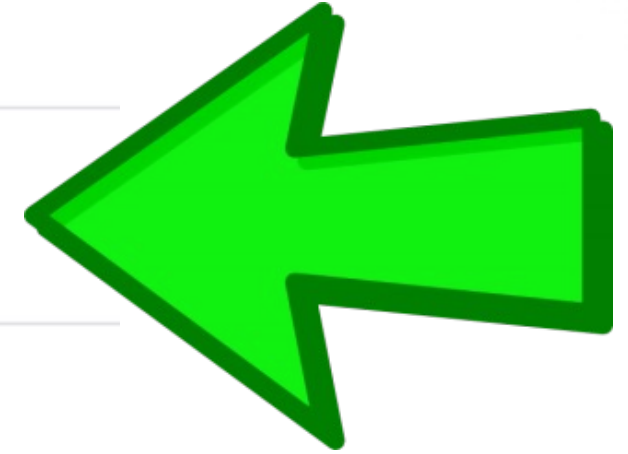
Scheduled Posts

Published Posts

Ads Posts



<input type="checkbox"/>		Looking for a quiet getaway for two? Enter...	10156890660561 378	Public
<input type="checkbox"/>		Sign up for a change to win a FREE getaway in...	10156890660196 378	Public
<input type="checkbox"/>		Sign up for a change to win a FREE getaway in...	10156890659951 378	Public
<input type="checkbox"/>		Looking for a quiet getaway for two? Enter...	10156890659671 378	Public
<input type="checkbox"/>		Looking for a quiet getaway for two? Enter...	10156890644511 378	Public
<input type="checkbox"/>		Looking for a quiet getaway for two? Enter...	10156890644116 378	Public





## Ads Posts



Actions ▾

- Publish
- Schedule
- Delete
- Create Ad...



Posts

Privacy

Reach



This Sunday is our last day!...

29

Public

0



This Sunday is our last day!...

1133068320162403

Public

0

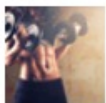


This Sunday is our last day!...

1133068260162409

Public

0



This Sunday is our last day!...

1133068040162431

Public

1



This Sunday is our last day!...

1133067743495794

Public

0

# April 2022

Year   
Month

March '22							May '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5		1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30	31			29	30	31				

# STEP 4

- CREATE ADS FOR YOUR WEEKLY NICHE PROMO
- RUN THE AD FOR A WEEK
- TRY TO MAKE MULTIPLE VERSIONS OF THE ADS
- USE LINKS THAT DRIVE TO YOUR WEBSITE
- BLOGS WORK GREAT!
- PUBLISH THE BEST AD ORGANICALLY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 NICHE 1 f \$ NICHE 1 →	29	30	31	1	2
3	4 NICHE 2 f \$ NICHE 2 →	5	6	7	8	9
10	11 NICHE 3 f \$ NICHE 3 →	12	13	14	15	16
17	18 NICHE 1 f \$ NICHE 1 →	19	20	21	22	23
24	25 NICHE 2 f \$ NICHE 2 →	26	27	28	29	30
1	2 NICHE 3 f \$ NICHE 3 →	Notes				

ALWAYS ON





NICHE PAID  
PROMO DAY



NICHE IG  
ORGANIC



AD  
PUBLISHING  
DAY



NICHE IG  
ORGANIC



BLOG DAY  
=  
PAY DAY



ENGAGEMENT



ENGAGEMENT

Monday

Tuesday

Wednesday

Thursday

Friday

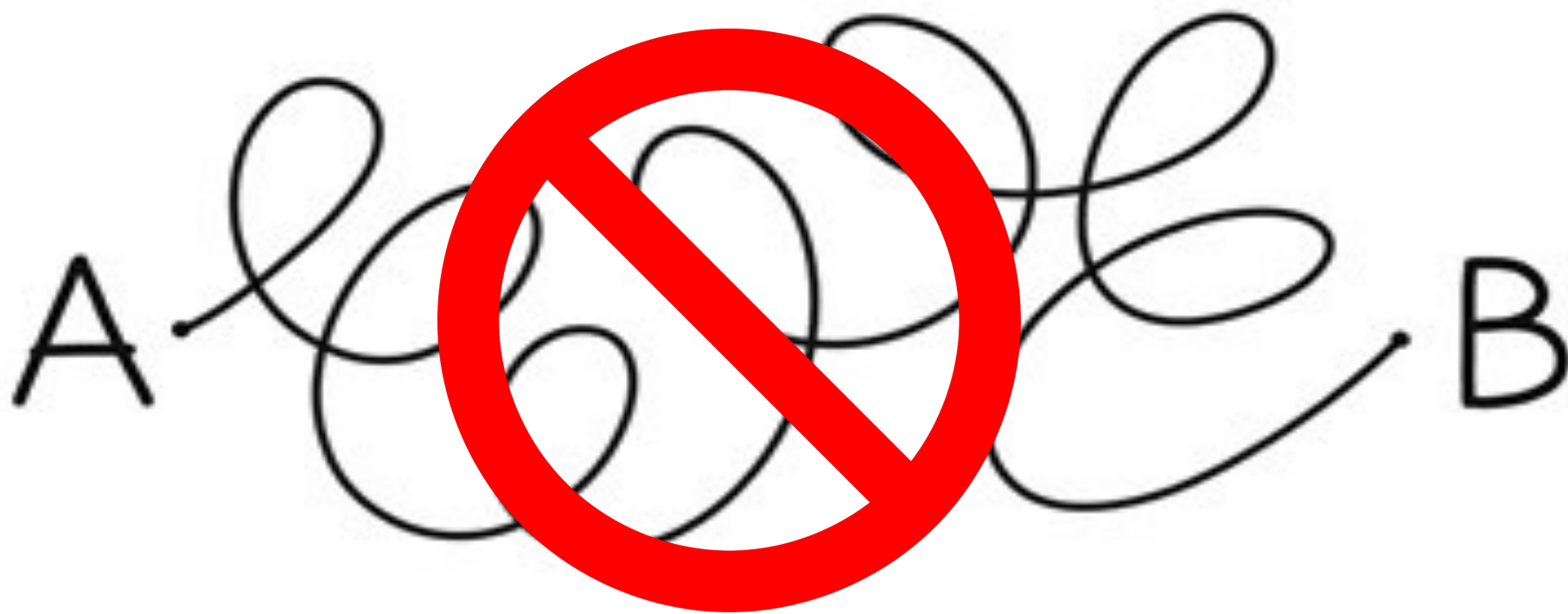
Weekend

HOW MUCH SHOULD I SPEND?



EVERYONE  
STARTS  
SOMEWHERE.





LETTING THE ADS DO THE WORK

**We just**

A soldier in a desert environment, wearing a helmet and tactical vest, is shown in profile, aiming a rifle. The background is a blurred desert landscape with some structures. The image has a slightly desaturated, cinematic quality.

SCHEDULE AND PREPARE FOR COMMENTS!





***FEED YOURSELF FIRST***

***EXTEND THE STORY!***









**TEXAS**  
615 826-4207  
CALL AHEAD SEATING AVAILABLE!  
1039 Glenbrook Way  
Vietnam Veterans Pkwy, Exit 6

**X KOA**  
615-859-0348  
1200 I...VILLE HWY  
GOODI... TN 37072



**Motorcyclist**





IT'S ALL ABOUT GETTING QUALITY REPS







YOU'LL  
BE THE  
ROCKSTAR



**NOW, WHEN YOU THINK**



**OF THE POSSIBILITIES** ON  
[www.mattgeneral.com](http://www.mattgeneral.com)

**LEISURE**

**CONVENTION  
SALES**

**SPORTS  
PLANNERS**

**GROUP TOUR**



# FINAL NOTES



Always Remember...

# DRIVE TRAFFIC





SENORGIF.COM



EXTEND  
THE STORY



memes.com







**HOPE  
IS NOT A  
STRATEGY**







# LEARN MORE! KEEP GROWING

facebook  
blueprint



Best Practices



Facebook Pages



Purchasing Ads



Advertising Objectives



Targeting



Managing Your Ads



Reporting and Measurement



Insights



Instagram



SMB



Webinars



Brian V. Matson  
brian@twosixdigital.com

