





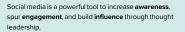


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Choose Platform(s)



Must meet all three criteria:

- High impact on priority audience
- Capacity to post regular, relevant content (long-term) and monitor daily
- Ability to support a variety of organizational goals













Procure Content

- Supports organizational goals and communication strategy (website, email, newsletters, etc.)
- Written to be compelling, conversational, authentic, valuable, relevant, and BRIEF
- Includes relevant visuals
- Gives attribution
- Follows the 30/60/10 rule
 - o 30% owned content: content you create
 - 60% curated content: created by others with your commentary or point of view
 - o 10% promotional content: a call to action



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Schedule Content

Start with a content development and approval process. An editorial calendar will ensure a **variety of content** that **aligns with key messages and goals**.

Tips:

- First, write content for the platform with the most limited characters
- Get content approved
- Schedule efficiently for optimal timing and frequency (with tool like Hootsuite)
- Have another staff member proof (misspellings, broken links, scheduled on the wrong date, image not sized correctly, etc.)



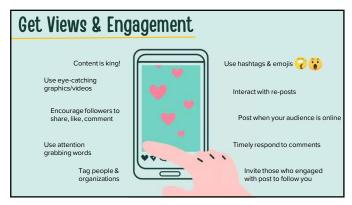
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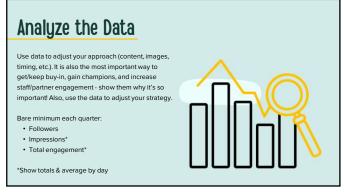
Use the Right Tools

My favs:

- Hootsuite
- Canva
- SnagitBitly
- Vyond
- Vimeo vs YouTube









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