

SAMPLE CONTENT CALENDAR: WORD

Use a calendar to help identify opportunities for sharing content and as well as scheduled posts.

- Word version using tables
- Additional columns and rows can be added as needed. This table can also be adapted to an Excel sheet.
- Other examples of tools to use for content or editorial calendars are available such as Google Docs or this one from Convince and Convert: <http://www.convinceandconvert.com/?s=calendar>

MONTH/YEAR:

DAY	DATE	AM/PM	NOTES	FACEBOOK	TWITTER	LINKEDIN	E-NEWS
Monday	1	AM	E.g.: Post about open house on OCP				
		PM	E.g. Post about upcoming Council or Board meeting				
Tuesday	2						