

Social Media Content Calendar Template

Date	Platform	Content Type	Post Content	Media	Post Time	Status	Notes
01/09/2024	Facebook	Image Post	"Happy Monday! ☀️ What's your goal for this week?"	Image of sunrise	9:00 AM	Scheduled	Focus on engagement
01/09/2024	Instagram	Story	Behind-the-scenes of product packaging	Short video clip	12:00 PM	Scheduled	Use hashtags #BehindTheScenes
02/09/2024	Twitter	Poll	"Which new feature are you most excited about?"	Poll image	3:00 PM	Draft	Include link to feature page
02/09/2024	LinkedIn	Article	"5 Tips for Effective Time Management"	Article link	10:00 AM	Completed	Tag relevant influencers

How to Use This Template:

1. **Date:** Enter the date the content will be posted.
2. **Platform:** Specify the social media platform (Facebook, Twitter, Instagram, etc.).
3. **Content Type:** Define the type of content (image, video, blog post, poll, etc.).
4. **Post Content:** Write a brief description or the actual text for the post.
5. **Media:** List any images, videos, or links that will accompany the post.
6. **Post Time:** Indicate the time the post will go live.
7. **Status:** Track whether the post is scheduled, drafted, or completed.

8. **Notes:** Add any additional details, such as hashtags, links, or mentions.

This template can be customized to fit your needs, making it easier to stay consistent and organized with your social media efforts.