



DAILY ACTIVITY REPORT

Employee Name:

Department:

Week:

Jonathan Wayne

Marketing

July 20-25, 2022

Completed Tasks

- I finished finalizing the Fall marketing campaign, Pumpkin Groove. I reviewed my proposal, submitted it to Valerie Goose for approval/feedback.
- Published a guest post on Uncrowd and Failsafe's blogs, then pitched the same concept to three more publications. Waiting on a response
- I crafted original quote content for social media, posted an infographic on social media and reshared an older article for TBH Tuesdays

Ongoing Tasks

- Conducting outreach to publications to either share our existing content, or let us contribute original content. Aiming to pitch 50 places before the end of the month, currently pitched 41
- Tracking paid-ad performance on Facebook, reviewed metrics and it was satisfactory at the small-scale, will bump up to moderate-scale and measure outcome

Tasks for Next Week

- Need to make 7 customer calls, sit in 3 meetings (with Uncrowd, Failsafe and Metric Monkey) and make a state-level information request
- Continue working on Pumpkin Groove campaign, follow up edits
- · Finish editing and finalize draft of, "The Golden Rule of Online Copywriting"
- · Prepare outline for 'Catchy Phrases' webinar

Approved by:

Date:

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