

## INSTAGRAM

# Social Media Content Plan

MYRTLE BAUTISTA-ESPERANZA

MONDAY

January 25, 2021  
9:00 AM



Hello Monday! Let's do this!  
You probably have a long list of things to do you weren't able to get done the week before at work, but that's okay. You can do it! And maybe this week is going to be the week where everything on your list will actually be accomplished. This Monday could be the day when everything goes your way. It will be a week filled with gratitude. Stay positive!  
#monday #gratitude #virtualassistant

SCHEDULED

TUESDAY

January 26, 2021  
9:00 AM



Note to Self

- Relax
- You are enough
- You have enough
- You do enough

#notetoself #enough #positive

SCHEDULED

WEDNESDAY

January 27, 2021  
9:00 AM



It's midweek Wednesday!  
To power through the remaining days of working from home, I diffuse the bright, sunny scent of Citrus Fresh essential oil to create a focused environment and to get the creative juice flowing!  
How about you?  
#virtualassistant #virtualassistantlife #freelancer

SCHEDULED

THURSDAY

January 28, 2021  
9:00 AM



What makes a good virtual assistant?  
Ability to multitask. Probably one of the top five things a virtual assistant must do is take on multiple tasks for multiple clients and keep them all moving forward. It takes organization, efficiency, and good scheduling, but it's critical for virtual assistant success.  
#virtualassistant #freelancer #success

SCHEDULED

FRIDAY

January 29, 2021  
9:00 AM



Did you know?  
Our earliest written evidence for 'freelance' comes from Sir Walter Scott's Ivanhoe, in which a lord refers to his paid army of 'free lances'. When freelance first came into English in the early 1800s, it was used to refer to a medieval mercenary who would fight for whichever nation or person paid them the most.  
#freelance #freelancer #virtualassistant

SCHEDULED

SATURDAY

January 30, 2021  
9:00 AM



Data and analytics are invaluable when it comes to decision making for any business. They provide insights whether the business is headed in the right direction or something needs to be done to steer it on desired track.

Did you know that you can hire a virtual assistant to do this task for you?  
#virtualassistant #freelancer #dataanalyst #analytics

SCHEDULED

SUNDAY

January 31, 2021  
9:00 AM



Self-motivation is the force that keeps pushing us to go on – it's our internal drive to achieve, produce, develop, and keep moving forward. When you think you're ready to quit something, or you just don't know how to start, your self-motivation is what pushes you to go on.  
I hope that you stay motivated to do the things you loved the most. Happy weekend!  
#motivation #virtualassistant #freelancer

SCHEDULED

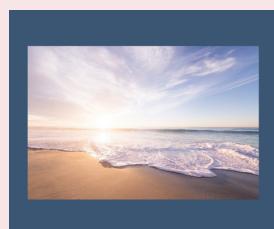
## FACEBOOK

# Social Media Content Plan

MYRTLE BAUTISTA-ESPERANZA

MONDAY

January 25, 2021  
9:00 AM



Type "Yes" if you're ready for your blessings this week  
Have a great day everyone!

xoxo,  
Myrtle

SCHEDULED

TUESDAY

January 26, 2021  
9:00 AM



A virtual assistant can support your business by completing the non-essential tasks. This will allow you to focus your time on the crucial areas to help grow your business successfully.  
#virtualassistant #virtualassistance

SCHEDULED

WEDNESDAY

January 27, 2021  
9:00 AM



Everything you desire in your life, but do not currently have is just outside the circle, and to get it inside you're probably going to have to do something new or different. You're going to have to step outside of your comfort zone.  
#virtualassistant #virtualassistance  
#dataanalyst

SCHEDULED

THURSDAY

January 28, 2021  
9:00 AM

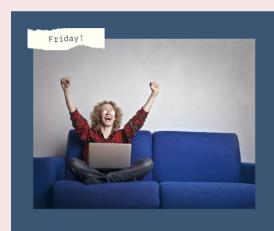


My goal is to provide you quality outputs and services that will help your business grow to the next level. I'm so excited to work with you soon as your Data Analytics Specialist!  
#virtualassistant #virtualassistance  
#dataanalyst

SCHEDULED

FRIDAY

January 29, 2021  
9:00 AM



Yay! It's Friday!  
Ready for a chill weekend and time to rest! I am planning on a movie night with my hubby and maybe some milk tea :)  
What fun things do you have coming up this weekend?  
#virtualassistant #freelancer #dataanalyst

SCHEDULED

SATURDAY

January 30, 2021  
9:00 AM



When it comes to prioritizing my to-do list, I start by circling my most important and "must-do" items. These items have the highest priority and typically the closest due date.  
Next I star my "need-to" items. These are items that I need to start soon or when I am done with my "must-do" items. Try to limit each of your categories, whether that is by clients or by business segment, to three prioritized tasks.  
#virtualassistant #prioritize #tips

SCHEDULED

SUNDAY

January 31, 2021  
9:00 AM



Thought this quote was a good one. Pretty good encourager.  
Let Estee's words cheer you on today, friend.  
#virtualassistant #encouragement

SCHEDULED

# Social Media Content Plan

MYRTLE BAUTISTA-ESPERANZA

## MONDAY

January 25, 2021  
9:00 AM



Never forget to be extraordinary.

#monday #motivation #virtualassistant #freelancer

SCHEDULED

## TUESDAY

January 26, 2021  
9:00 AM



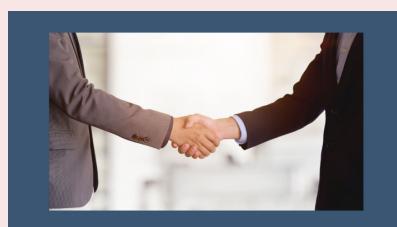
While some clients might just want to do a handoff and have you complete the task, others may want your feedback and ideas to get the ball rolling on their project.

Whatever it is, be ready to listen to their needs and get prepared to help them take the next steps!  
#virtualassistant #clients #collaboration

SCHEDULED

## WEDNESDAY

January 27, 2021  
9:00 AM



How to Build Trust between You and Your Virtual Assistants

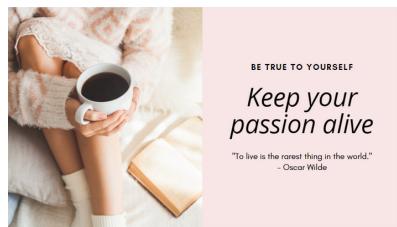
<https://www.squarefishinc.com/how-to-build-trust-between-you-and-your-virtual-assistants/>

#trust #virtualassistant #relationship

SCHEDULED

## THURSDAY

January 28, 2021  
9:00 AM



Caffeine queen reporting for duty!

#virtualassistant  
#virtualassistanceandservices #freelancer  
#coffee #dataanalyst

SCHEDULED

## FRIDAY

January 29, 2021  
9:00 AM



8 Productivity Tips That Will Improve Your Workday

<https://www.formstack.com/resources/blog-productivity-tips>

#productivity #virtualassistant #freelancer  
#dataanalyst

SCHEDULED

## SATURDAY

January 30, 2021  
9:00 AM



What Does a Data Analyst Actually Do?

<https://youtu.be/ywZXpfqg1o>

#virtualassistant #dataanalyst #analysis

SCHEDULED

## SUNDAY

January 31, 2021  
9:00 AM



"Everyone should eat and drink and find enjoyment for all his hard work. It is a gift of God."  
Ecclesiastes 3:13

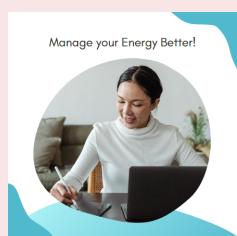
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## MONDAY

January 25, 2021  
9:00 AM



Time to get things in order and kick off the work week!  
What is top on your to-do list this week?  
#virtualassistant #freelancer #monday #work

SCHEDULED

## TUESDAY

January 26, 2021  
9:00 AM



11 Powerful Organizational Tools to Help You Work Smarter, Better, Faster  
<https://www.nimble.com/blog/top-ten-organizational-tools/>  
#virtualassistant #freelancer #work #tools

SCHEDULED

## WEDNESDAY

January 27, 2021  
9:00 AM



What's your favorite data analytics tool?  
Share on the comment below.  
#virtualassistant #freelancer #work #app  
#dataanalytics #tool

SCHEDULED

## THURSDAY

January 28, 2021  
9:00 AM



"A little progress each day adds up to big results."  
Do not give up. Just do it!  
#virtualassistant #freelancer #motivation  
#dataanalyst

SCHEDULED

## FRIDAY

January 29, 2021  
9:00 AM



It can't be work all day, every day—even if it feels like it. It's extremely important to use some time in your day for creativity and fun.  
Grab a coffee, go for a walk, or call a friend and talk about life.  
#virtualassistant #freelancer #worklifebalance  
#dataanalyst

SCHEDULED

## SATURDAY

January 30, 2021  
9:00 AM



Time Management Skills? Why is it so important?  
<https://www.skillsyouneed.com/ps/time-management.html>  
#virtualassistant #freelancer #time #management

SCHEDULED

## SUNDAY

January 31, 2021  
9:00 AM



Data Entry Skills: List of The 10 Key Required Skills  
<http://www.intellspot.com/data-entry-skills/>  
#virtualassistant #freelancer #dataentry #skills  
#dataanalyst

SCHEDULED