



## Facebook Page Checklist

Do you have an engaging and professional Facebook cover photo?

Size 851 x 315 pixels

YES NO

Do you have a tagline or any demonstrated benefits on your cover photo?

YES NO

Have you activated your cover photo's Call-to-Action button and is it working properly?

YES NO

Does your cover photo have a description with it (when you click on it) with a link to your website?

YES NO

Do you have an interesting Profile photo that is clear and easy to see?

Size 180 x 180 pixels

YES NO

Is your Facebook About Short Description (the one that appears on your Facebook Timeline) clear and interesting?

Does it contain your web address?

YES NO

Is your entire About section filled with the benefits of your business and good keywords?

YES NO

Do you have Facebook Apps installed? How many?

YES NO

Do you have a Facebook App installed that will collect e-mails of potential clients? A lead generation tool?

YES NO

If you have Facebook Apps installed do you have custom App covers to go along with the branding of your Page?

YES NO

What is the current Facebook engagement of your Page (People Talking About This divided by total Fans)? Is it over 5%?

YES NO

Is your website easy to find on your Facebook Page? Either in your short description or prominently featured in your About section several times?

YES NO

Are you posting at least once a day during the week?

YES NO

Are people liking or commenting on your posts?

YES NO

Are you asking questions in your posts to try and get engagement?

YES NO

Are you varying your posts between Text, Photos, Videos, and Links?

YES NO

Do you have unanswered posts or spam on your Timeline?

YES NO

Are you sharing tips in your niche? Are your posts benefiting your audiences?

YES NO

Are you also sending traffic to your website several times a week?

YES NO

Are you using your Personal Profile to post about your business?

YES NO

Do you have your Personal Profile linked properly to your Facebook Page in your Work section?

YES NO

Does your Page have a custom URL? Have you set up your Page username?

YES NO

Do you have a link to your Facebook Page prominently located on your website?

YES NO

### Notes

Photos and your About section look good, just add some descriptive text with links back to your website. You may want to add a few milestones to your timeline and add links to products in your About section. Post/upload videos directly to your page and occasionally share to your personal profile. Your most engaged users are online in the afternoon and evening. Photos and personal stories do best with your audience; share more of that. Make a habit of posting daily or at least every other day (try the scheduler), and link back to your website in at least 2 posts per week. Ask more questions to engage your fans. Overall, you are doing great!

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