



KNOWLEDGE HUB

10, 30, 60 Minutes to Success

Your Daily Community Management Tasklist

May 2025 VERSION 1.0

Daily Tasklist for Community Managers

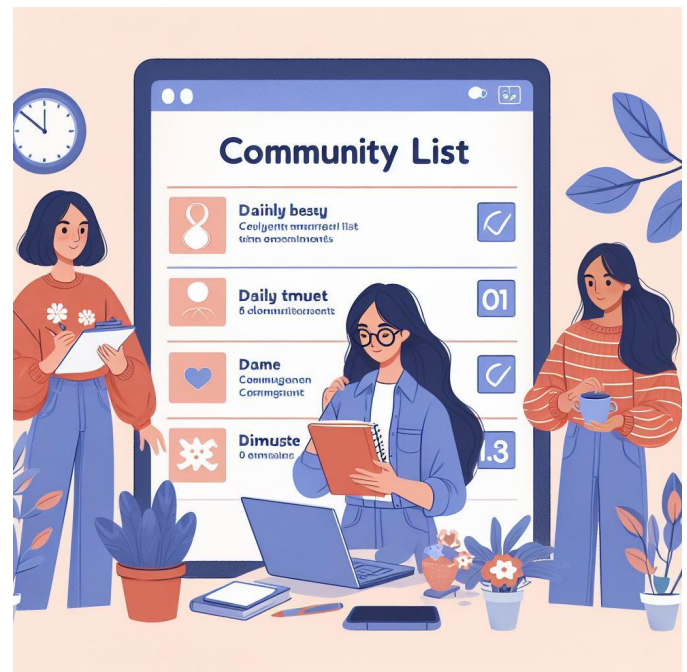
The daily task list is crafted to cater to the diverse time commitments of community managers. Whether you're juggling numerous responsibilities or have dedicated time slots, this guide presents tailored strategies to suit your schedule - be it 10, 30, or 60 minutes a day as an individual or as a community management team.

Within our **10-minute daily strategy**, we prioritise quick yet impactful actions. This includes scanning the community for urgent queries or concerns, swiftly addressing them or flagging them for later attention.

Engaging with a few community posts, showing appreciation through likes or brief comments.

Sharing quick update or teasers about upcoming events that can maintain community interest within this short timeframe.

Moving to the **30-minute plan**, you'll have more space to delve deeper. Spend time actively responding to community inquiries or comments, fostering discussions by posing thought-provoking questions, and acknowledging notable contributions through personalised responses. Use this time to create a brief content schedule or draft posts for the upcoming week, ensuring a steady flow of engaging content.



Having a **full hour** offers the opportunity for more comprehensive community management. In this timeframe, you can dedicate moments to analyse community metrics, identifying trends, and adapting strategies accordingly. Engage in longer-form content creation, such as blog posts or in-depth articles, fostering a sense of community ownership by involving members in decision-making or collaborative projects.

Remember, these timeframes can be flexibly distributed among team members. For instance, one team member might handle the 10-minute check-ins while another focuses on the hour-long strategy sessions. Tailor these plans to best suit your team's strengths and availability, always aiming for consistency in engagement and growth.

Ultimately, the key is not just the duration of time spent but the quality and consistency of your efforts. By choosing a plan aligned with your time constraints and gradually expanding it as your community thrives, you'll foster a vibrant and engaged community.

10 minutes a Day

In just 10 minutes a day, you can spark vibrant engagement and nurture a thriving community.

This curated schedule offers specific tasks for each weekday, ensuring you optimise your time efficiently while making a meaningful impact. Follow this daily task list to ignite discussions, foster connections, and keep the community buzzing with activity.

Monday:

Upload an interesting article/document or start a discussion on a topic of interest.

Tuesday:

Respond to a membership request and craft a personalised response or contact a new member to see how they are getting on and if they need help.

Wednesday:

Update your announcement to highlight discussions, events or content.

Thursday:

Respond to a discussion and encourage other members to respond too.

Friday:

Collect content such as blogs, articles, and discussions that can be used as prompts for the following week.



Investing just 10 minutes a day in these strategic tasks can be a game-changer for your community's vibrancy and engagement.

By implementing these simple yet impactful steps throughout the week, you're actively fostering connections, stimulating discussions, and curating valuable content.

Keep up the momentum and watch your community flourish!

10 Minutes a Day

Did you know that just 10 minutes a day can make a big difference? Try these tips to help kick-start your group's activity.

Monday

Upload an interesting article/document or start a discussion on a topic of interest.

Wednesday

Update your announcement to highlight discussions, events or content.

Friday

Collect content such as blogs, articles, and discussions that can be used as prompts for the following week.

Tuesday

Respond to a membership request and craft a personalised response or contact a new member to see how they are getting on and if they need help.

Thursday

Respond to a discussion and encourage other members to respond too.

30 Minutes a Day

Moving to the 30-minute plan, you'll have more space to delve deeper.

Spend time actively responding to community inquiries or comments, fostering discussions by posing thought-provoking questions, and acknowledging worthy contributions through personalized responses.

Use this time to create a brief content schedule or draft posts for the upcoming week, ensuring a steady flow of engaging content.

Monday: Welcome & Highlight

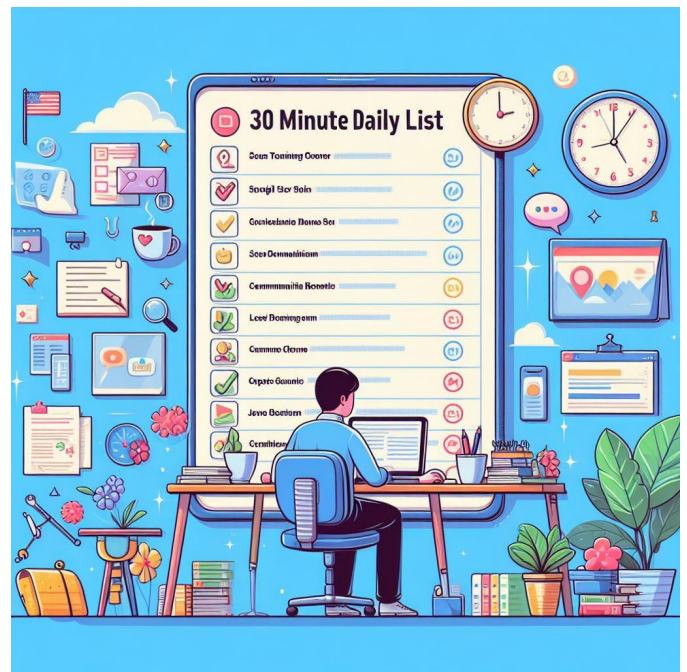
Welcome New Members: Respond to membership requests with a personalised message and greet those new community members by prompting them to a discussion, guiding them on where to start, and encouraging them to introduce themselves.

Highlight Member Achievements: Showcase a notable achievement or contribution from a member from the previous week. This could be a project, a helpful comment, or any positive engagement.

Tuesday: Discussion Spark

Post Discussion Topics: Start a conversation by posting a thought-provoking question or a topic relevant to your group's interests. Encourage members to join in and share their opinions and experiences.

Engage in Discussions: Respond to comments, ask follow-up questions, and foster a healthy discussion among members.



Wednesday: Learning Opportunities

Share or Request Content: Post an informative article, a how-to guide, or a useful resource related to your group's needs and ask members for specific content they can share.

Encourage Learning: Prompt members to share their knowledge or experience related to the content shared.

Thursday: Feedback & Collaboration

Seek Feedback: For past events, or any community-related activities. Engage with the responses and show appreciation.

Facilitate Collaboration: Encourage members to collaborate on a project, challenge or ideas as part of a group initiative.

Friday: Recognition & Recap

Recognise Contributors: Highlight and appreciate active or valuable contributors, It could be through a 'like', @mention or private message.

Recap the Week: Summarise the week's activities, e.g. discussions, content or events, and what's coming up next via a Group Message.

30 Minutes a Day

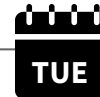
Did you know that just 30 minutes a day between the admin team can make a huge difference in revitalising your group? Try these tips to help re-start your group's activity.



Welcome & Highlight

Welcome New Members: Respond to membership requests with a personalised message and greet those new community members by prompting them to a discussion, guiding them on where to start, and encouraging them to introduce themselves.

Highlight Member Achievements: Showcase a notable achievement or contribution from a member from the previous week. This could be a project, a helpful comment, or any positive engagement.



Discussion Spark

Post Discussion Topics: Start a conversation by posting a thought-provoking question or a topic relevant to your group's interests. Encourage members to join in and share their opinions and experiences.

Engage in Discussions: Respond to comments, ask follow-up questions, and foster a healthy discussion among members.



Learning Opportunities

Share or Request Content: Post an informative article, a how-to guide, or a useful resource related to your group's needs and ask members for specific content they can share.

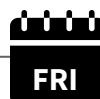
Encourage Learning: Prompt members to share their knowledge or experience related to the content shared.



Feedback & Collaboration

Seek Feedback: Ask for feedback on past events, or any community-related activities. Engage with the responses and show appreciation for suggestions.

Facilitate Collaboration: Encourage members to collaborate on a project, challenge or ideas as part of a group initiative.








Recognition & Recap

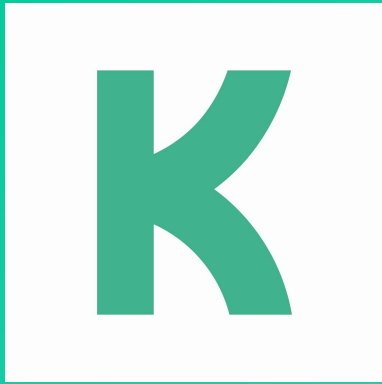
Recognise Contributors: Highlight and appreciate active or valuable contributors within the community. It could be through a 'like', shout-out post or private message.

Recap the Week: Summarise the week's activities, highlight key discussions, content or events, and preview what's coming up next week via a Group Message.

60 Minutes a Day

With an extended 60-minute daily window, you have more flexibility to deepen engagement and interaction within your community.

	<h3>Engage & Initiate</h3> <p>Welcome & Onboarding: Spend time welcoming new members individually, guiding them through community resources, and encouraging them to engage.</p> <p>Highlight Community Content: Curate and share valuable content created by community members from the previous week, showcasing their contributions.</p>
	<h3>Interactive Discussions</h3> <p>Host a Live Session: Invite an expert or a team member to host a live session where community members can ask questions and engage in real-time.</p> <p>Moderate Discussions: Actively participate in ongoing discussions, ask follow-up questions, and encourage diverse viewpoints.</p>
	<h3>Learning & Development</h3> <p>Host a Workshop or Webinar: Conduct a session on a relevant topic, share insights, and encourage participation through polls, Q&A, or interactive elements.</p> <p>Encourage Skill Sharing: Initiate a thread or activity where members can share skills or insights related to your community's interests.</p>
	<h3>Collaborative Projects</h3> <p>Initiate a Group Project: Propose a collaborative project or challenge for community members to work on together, fostering teamwork and creativity.</p> <p>Facilitate Networking: Host a virtual meetup or networking event to encourage members to connect with each other.</p>
	<h3>Community Appreciation & Planning</h3> <p>Highlight Member Contributions: Recognise and appreciate outstanding contributions from community members throughout the week.</p> <p>Plan for the Future: Discuss upcoming events, seek feedback on community improvements, and gather suggestions for future activities.</p>



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