



# 1-Week Social Media Planning Sheet

Created by The Modern Admin | The Modern Office

Day	Content Idea	Type of Post	Caption Notes	Call to Action	Content Prompts
Monday		<input type="checkbox"/> Photo <input type="checkbox"/> Video <input type="checkbox"/> Story <input type="checkbox"/> Carousel	"Start the week" energy – share what you're working on or excited about.	Example: "Follow along this week"	<input type="checkbox"/> Share your workspace or what keeps you motivated
Tuesday		<input type="checkbox"/> Photo <input type="checkbox"/> Video <input type="checkbox"/> Story <input type="checkbox"/> Carousel	Educate or offer value – quick tip, resource, or fact about what you do.	Example: "Save this tip for later"	<input type="checkbox"/> Answer a question you get all the time
Wednesday		<input type="checkbox"/> Photo <input type="checkbox"/> Video <input type="checkbox"/> Story <input type="checkbox"/> Carousel	Behind the scenes or process share. Be human.	Example: "What part of your week looks like this?"	<input type="checkbox"/> Post a testimonial or client transformation
Thursday		<input type="checkbox"/> Photo <input type="checkbox"/> Video <input type="checkbox"/> Story <input type="checkbox"/> Carousel	Highlight a client, product, or moment that made you proud.	Example: "Tag someone who'd love this"	<input type="checkbox"/> Highlight a tool, resource, or product you actually use
Friday		<input type="checkbox"/> Photo <input type="checkbox"/> Video <input type="checkbox"/> Story <input type="checkbox"/> Carousel	Reflect, celebrate, or post something personal.	Example: "Tell me one win you had this week"	<input type="checkbox"/> Show a before and after or a simple process
Saturday		<input type="checkbox"/> Photo <input type="checkbox"/> Video <input type="checkbox"/> Story <input type="checkbox"/> Carousel	Share a reminder, lifestyle post, or something lighthearted.	Example: "Share this with a friend who needs it"	<input type="checkbox"/> Post something you learned recently
Sunday		<input type="checkbox"/> Photo <input type="checkbox"/> Video <input type="checkbox"/> Story <input type="checkbox"/> Carousel	Inspire or set the tone for the new week.	Example: "What's one thing you're focusing on this week?"	<input type="checkbox"/> Reintroduce yourself or your brand mission

## Caption Brainstorm Space

Write out a few phrases, words, or ideas you want to use in your captions this week.

Example: "Consistency over perfection"

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## Next Steps

- Batch your visuals (photos, videos, graphics)
- Schedule your posts in advance
- Review analytics next week to see what performed best
- Celebrate showing up consistently — even if it wasn't "perfect"

### 🌟 *Pro Tip from The Modern Admin:*

*You don't need to post every day. You just need structure that lets you show up confidently.*

*Need help staying consistent?*

**The Modern Office offers Social Media Setup & Scheduling Support**

Visit **[mymodernoffice.support](https://mymodernoffice.support)** to get structured, stress-free content systems that work.