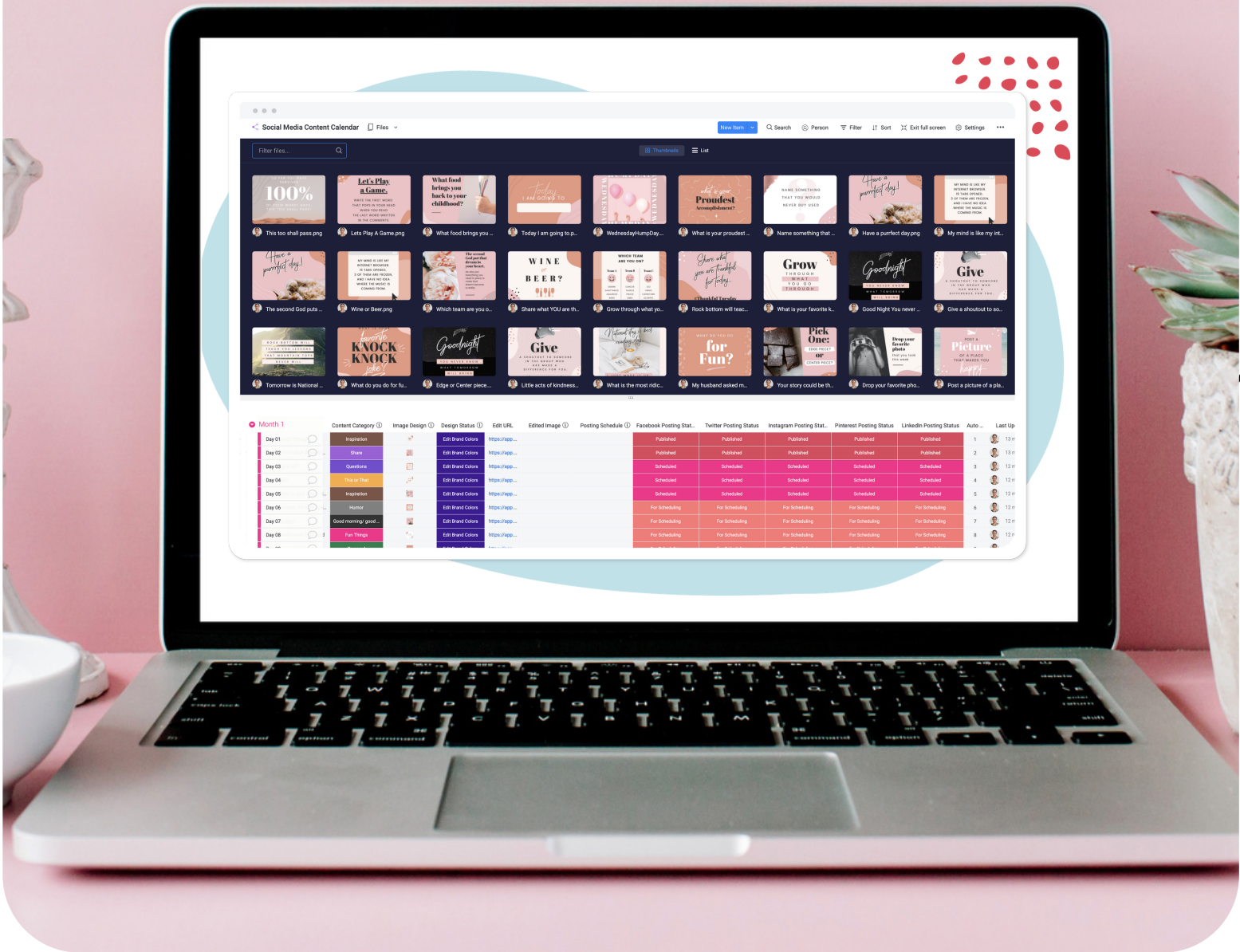


How to Use the Social Media Planner Template





ABOUT

Kim Garst is one of the world's most retweeted people among digital marketers.

She is a renowned marketing strategist, keynote speaker, and an international best-selling author of *Will The Real You Please Stand Up*, *Show Up*, *Be Authentic*, and *Prosper in Social Media*.

Kim helps entrepreneurs make more money online using social and digital media strategies. Forbes named her as one of the Top 10 Social Media Power Influencers.

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KimGarst.com



This quick guide will help you add the social media planner template to your new or existing Monday.com account.

HOW TO ADD SOCIAL MEDIA PLANNER TEMPLATE TO YOUR MONDAY.COM ACCOUNT

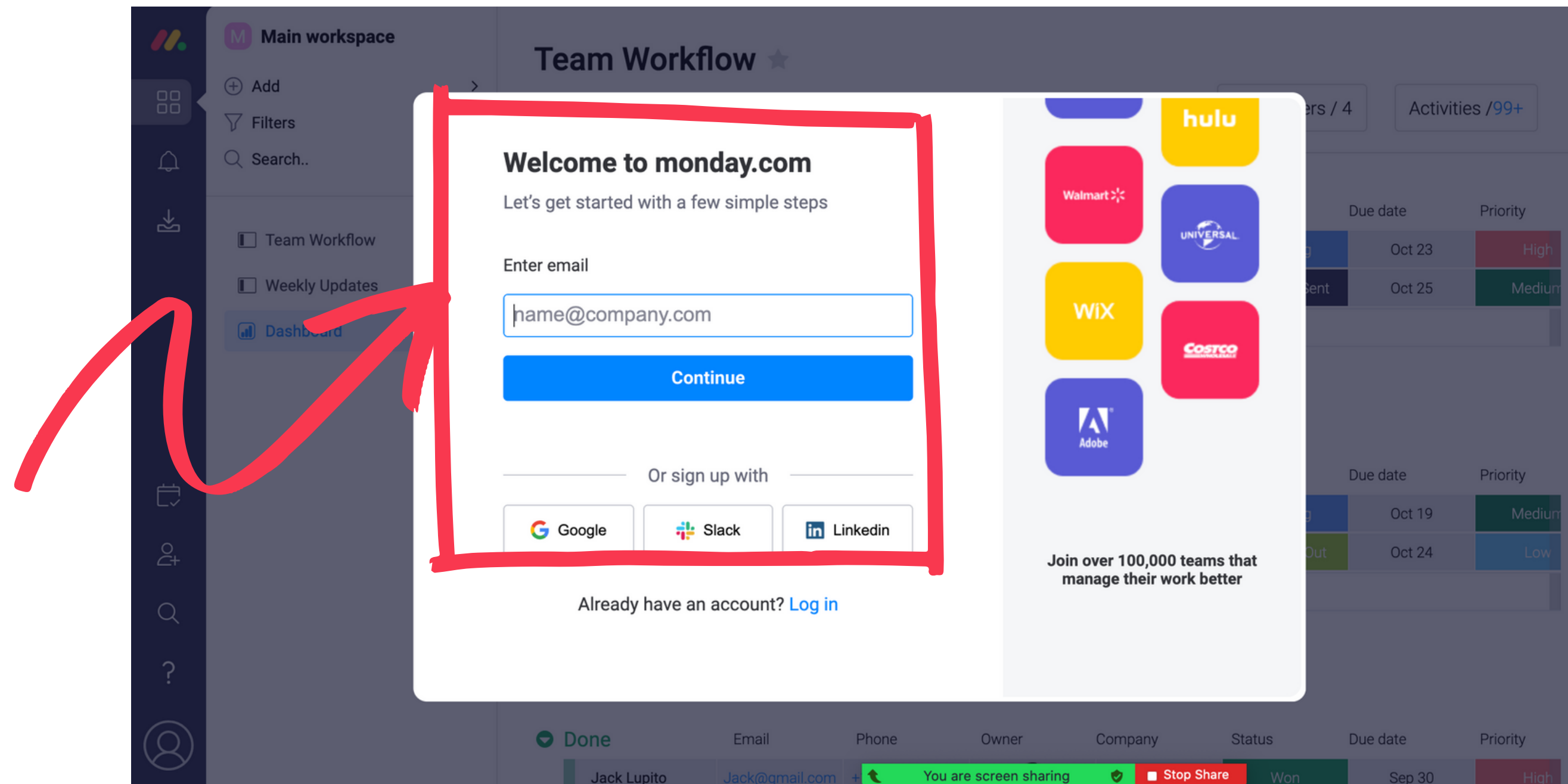
A. For NEW Monday.com Users

STEP 01: Go to



Click on any of the GET STARTED buttons.

STEP 02: Enter your email or sign up using Google, Slack, or your LinkedIn Account.



The screenshot shows the Monday.com sign-up interface. A red box highlights the 'Welcome to monday.com' section, which includes the text 'Let's get started with a few simple steps', an 'Enter email' label, a text input field containing 'name@company.com', a blue 'Continue' button, and social sign-up options for Google, Slack, and LinkedIn. A red arrow points from the left sidebar towards the highlighted sign-up area. The background shows the 'Team Workflow' dashboard with various task cards and a table of activities.

Welcome to monday.com
Let's get started with a few simple steps

Enter email
name@company.com

Continue

Or sign up with

Google Slack LinkedIn

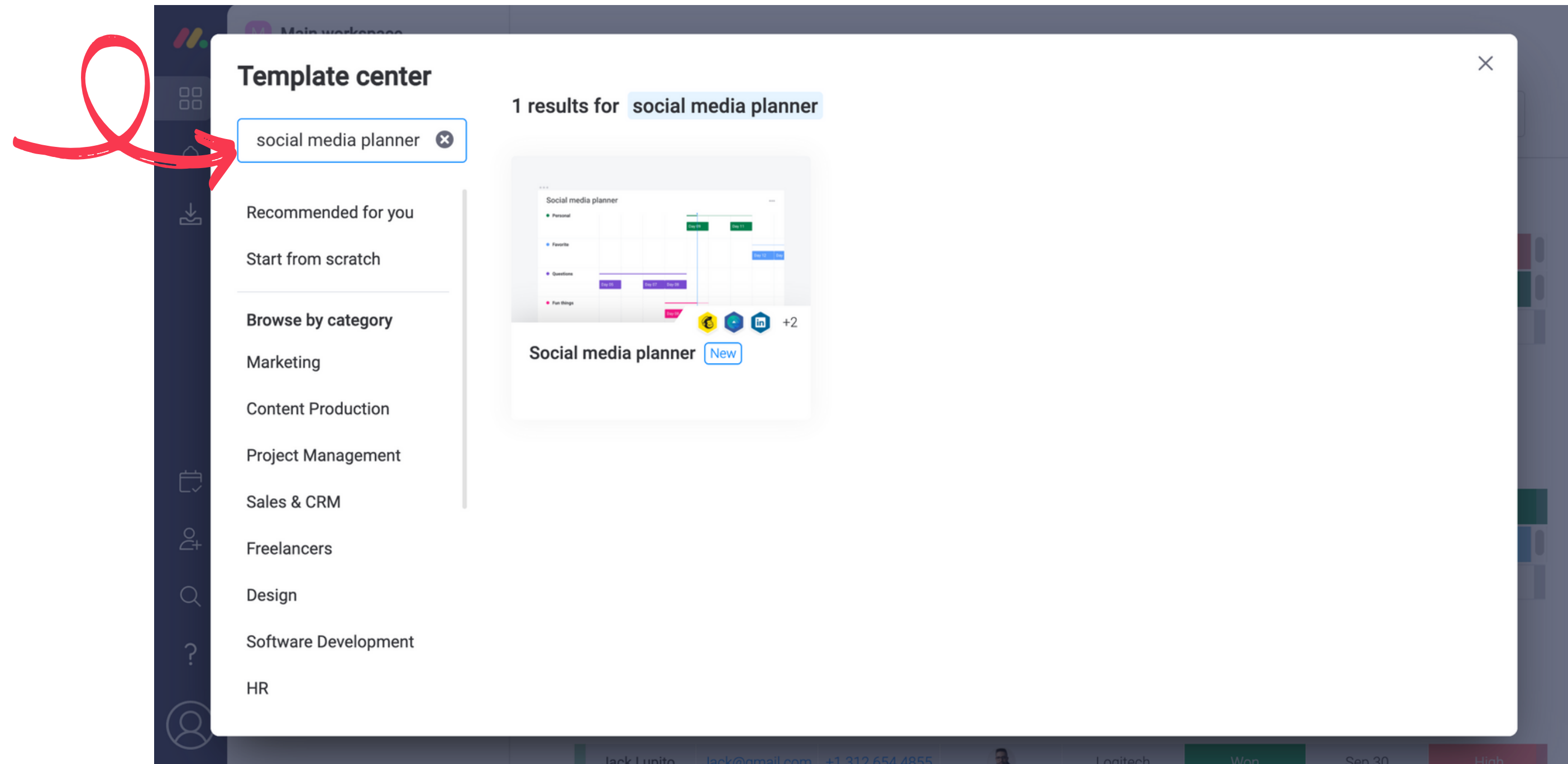
Already have an account? [Log in](#)

Join over 100,000 teams that manage their work better

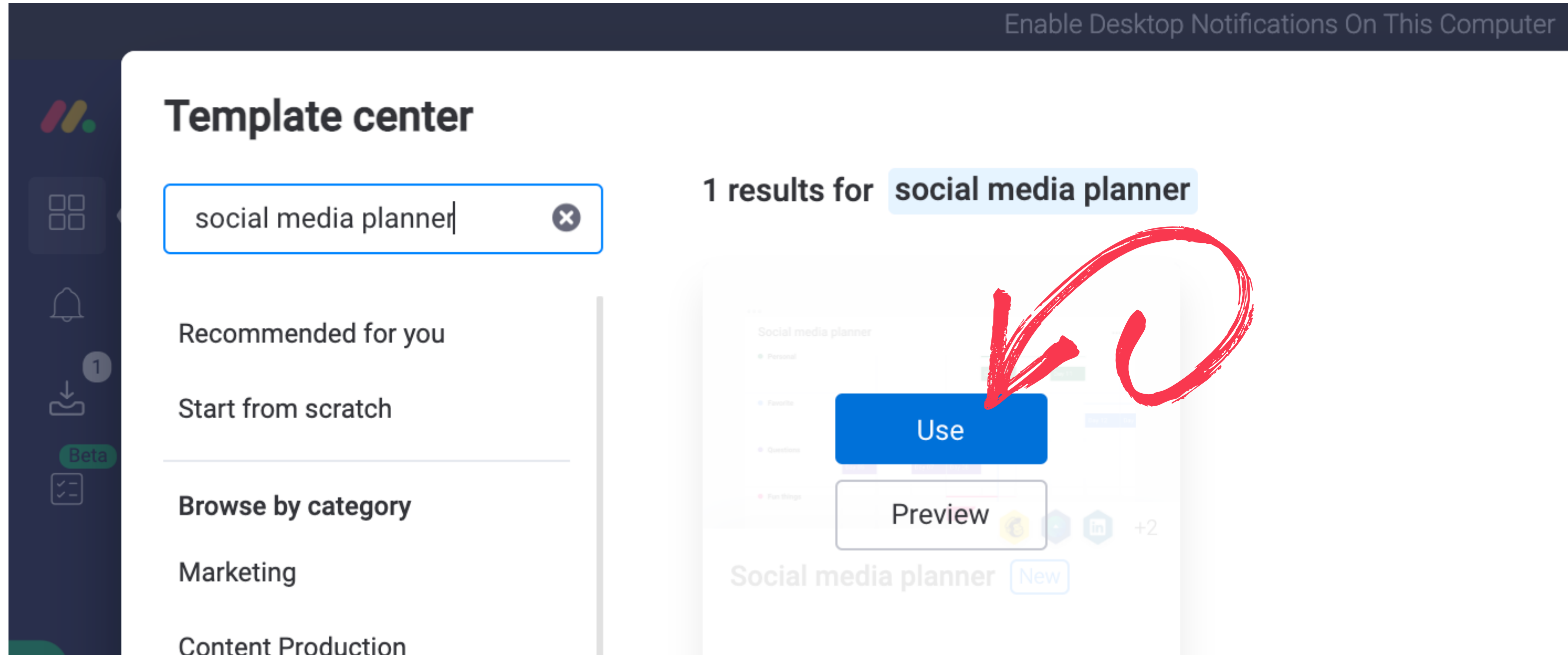
Due date	Priority
Oct 23	High
Oct 25	Medium
Oct 19	Medium
Oct 24	Low

Done	Email	Phone	Owner	Company	Status	Due date	Priority
Jack Lupito	Jack@gmail.com				Won	Sep 30	High

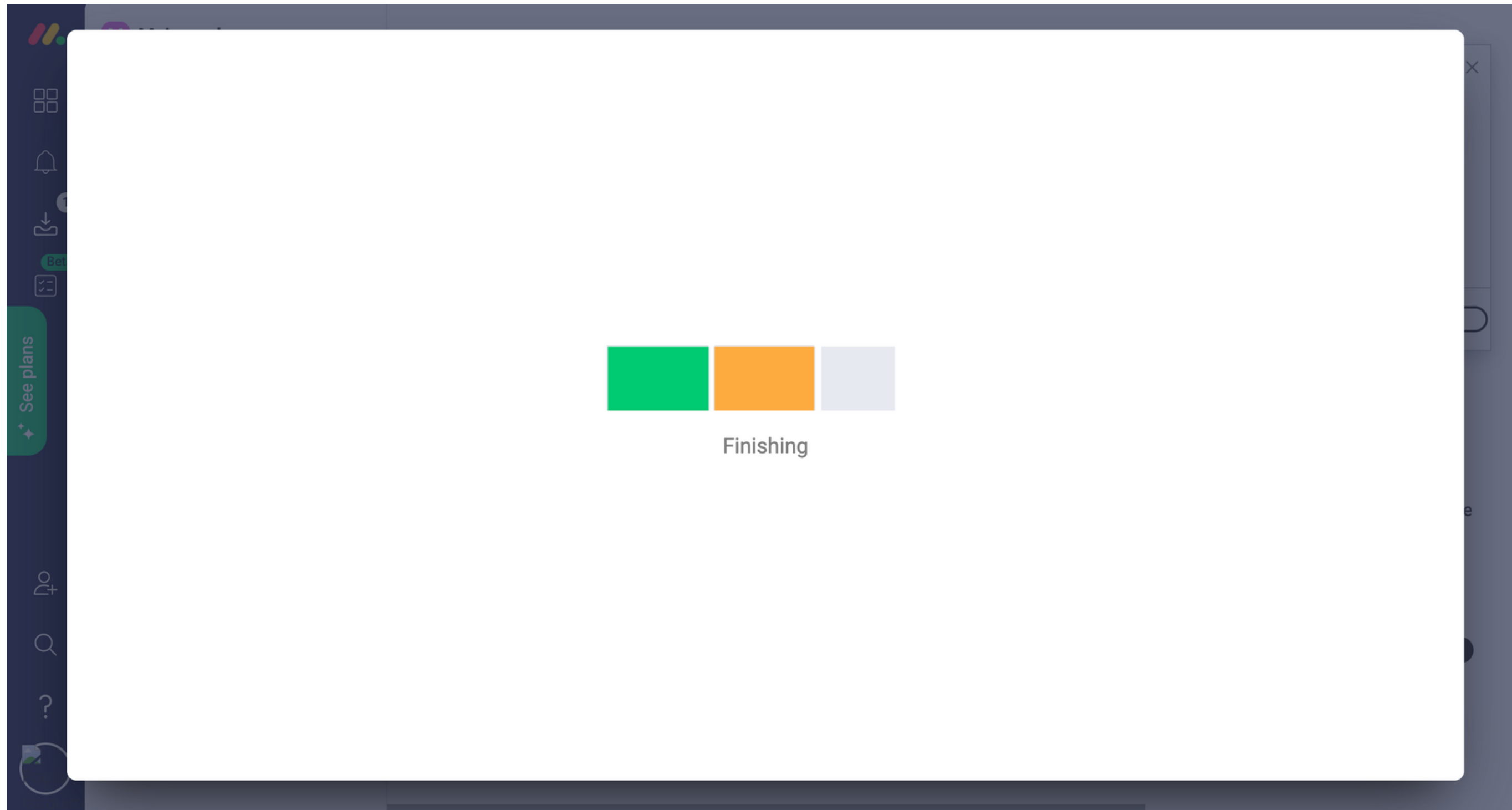
STEP 04: The Template Center will open up next. Simply type "Social Media Planner" in the search bar.



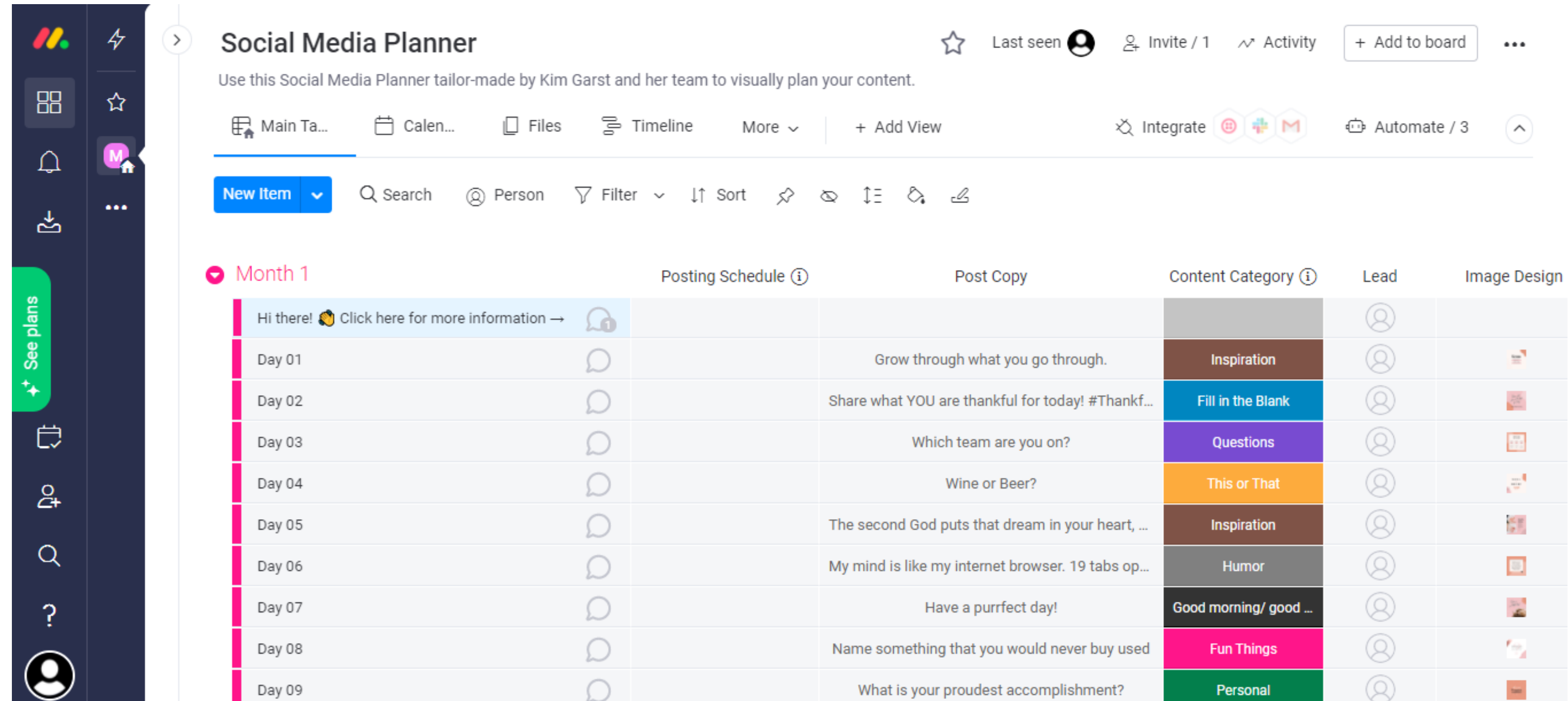
STEP 05: When the template pops up, simply hover over the box and click on the USE button to load the template to your account.



STEP 07: The template will take a few minutes to load all 30 "Done-for-You" images.



STEP 09: Voila! The template is now in your account and ready for you to start using & planning out your Social Media Calendar!



The screenshot displays the 'Social Media Planner' interface. On the left is a dark sidebar with various icons, including a 'See plans' button. The main area shows a calendar view for 'Month 1'. At the top, there's a header with the title 'Social Media Planner', a description, and options like 'Last seen', 'Invite / 1', 'Activity', and 'Add to board'. Below this is a navigation bar with tabs for 'Main Ta...', 'Calen...', 'Files', 'Timeline', and 'More'. A toolbar includes a 'New Item' button, search, person, filter, sort, and other icons. The main content is a table with columns: 'Posting Schedule', 'Post Copy', 'Content Category', 'Lead', and 'Image Design'. The table lists posts for 'Month 1' from Day 01 to Day 09.

	Posting Schedule ⓘ	Post Copy	Content Category ⓘ	Lead	Image Design
Month 1					
Hi there! 🐾 Click here for more information →					
Day 01		Grow through what you go through.	Inspiration		
Day 02		Share what YOU are thankful for today! #Thankf...	Fill in the Blank		
Day 03		Which team are you on?	Questions		
Day 04		Wine or Beer?	This or That		
Day 05		The second God puts that dream in your heart, ...	Inspiration		
Day 06		My mind is like my internet browser. 19 tabs op...	Humor		
Day 07		Have a purrfect day!	Good morning/ good ...		
Day 08		Name something that you would never buy used	Fun Things		
Day 09		What is your proudest accomplishment?	Personal		

STEP 10: Be sure to click on the "Hi there!" and review the Get Started information.

The screenshot displays the 'Social Media Planner' interface. On the left is a dark sidebar with various icons, including a green button labeled 'See plans'. A red arrow points from this sidebar to the first row of a table. The table is titled 'Month 1' and contains 14 rows of content. The first row is highlighted with a blue background and contains the text 'Hi there! 🙌 Click here for more information →'. The table has columns for 'Post Copy', 'Content Category', 'Lead', 'Image Design', 'Design Status', 'Edit URL', and 'Edit'. The 'Content Category' column has values like 'Inspiration', 'Fill in the Blank', 'Questions', 'This or That', 'Humor', 'Fun Things', 'Personal', and 'Hashtags'. The 'Design Status' column has a value 'Edit Brand Colors'. The 'Edit URL' column has a value 'https://app...'. The 'Edit' column has a value 'Edit Brand Colors'.

Social Media Planner

Use this Social Media Planner tailor-made by Kim Garst and her team to visually plan your content.

Main Ta... Calen... Fil... Timeli... Kanb... Word Clo... + Add View

New Item Search Person Filter Sort Edit URL Edit

Month 1

Post Copy	Content Category	Lead	Image Design	Design Status	Edit URL	Edit
Hi there! 🙌 Click here for more information →						
Day 01 rough what you go through.	Inspiration			Edit Brand Colors	https://app...	
Day 02 U are thankful for today! #Thank	Fill in the Blank			Edit Brand Colors	https://app...	
Day 03 hich team are you on?	Questions			Edit Brand Colors	https://app...	
Day 04 Wine or Beer?	This or That			Edit Brand Colors	https://app...	
Day 05 nd puts that dream in your heart.	Inspiration			Edit Brand Colors	https://app...	
Day 06 my internet browser. 19 tabs op.	Humor			Edit Brand Colors	https://app...	
Day 07 Have a perfect day!	Good morning/ good ...			Edit Brand Colors	https://app...	
Day 08 ing that you would never buy use	Fun Things			Edit Brand Colors	https://app...	
Day 09 ur proudest accomplishment?	Personal			Edit Brand Colors	https://app...	
Day 10 WednesdayHumpDay	Hashtags			Edit Brand Colors	https://app...	
Day 11 going to _____	Fill in the Blank			Edit Brand Colors	https://app...	
Day 12 me: Write the first word that pop.	Fun Things			Edit Brand Colors	https://app...	
Day 13 e survived 100% of your worst da	Inspiration			Edit Brand Colors	https://app...	
Day 14 ings you back to your childhood?	Personal			Edit Brand Colors	https://app...	

Hi there! 🙌 Click here for more information →

Updates / 1 Activity Log + Add View

Welcome to your **Social Media Planner** template by **Kim Garst!**

This template is made up of **4 Views** (access via Main Table):

- **Main table** so you can see everything
- **The Calendar View** to plan your content visually and manage your deadlines
- **Kanban View** to manage your tasks the way you want
- **The Files View** so you and your team can organize and work within the context of your assets

B. For EXISTING Monday.com Users

STEP 01: Go to



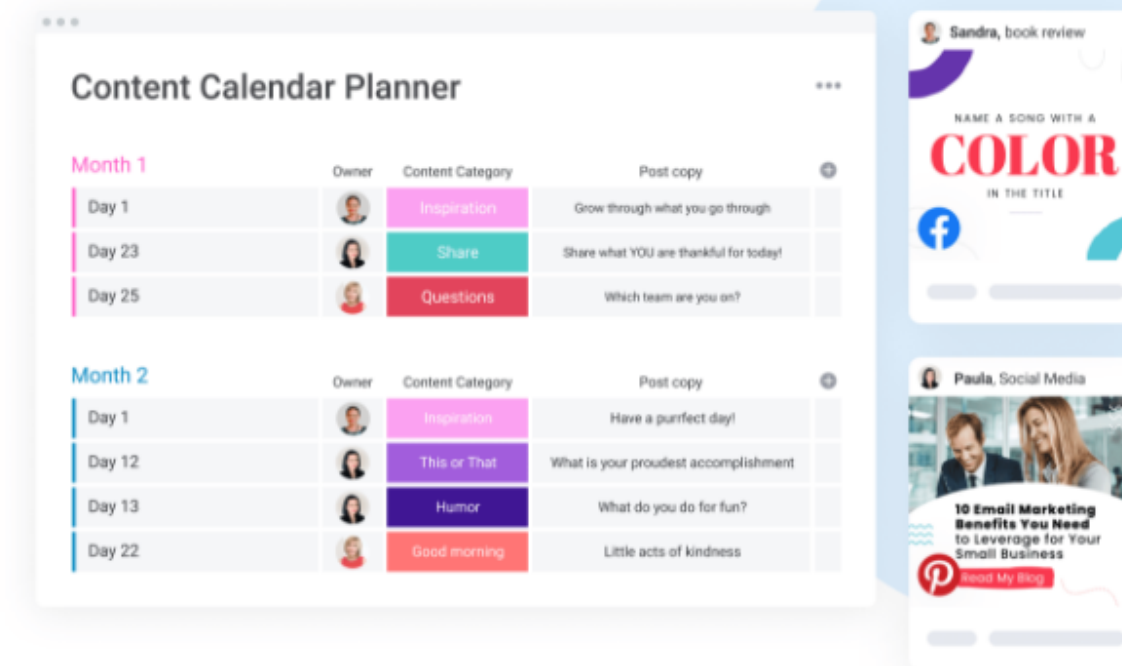
 **monday**marketing

Get Started >

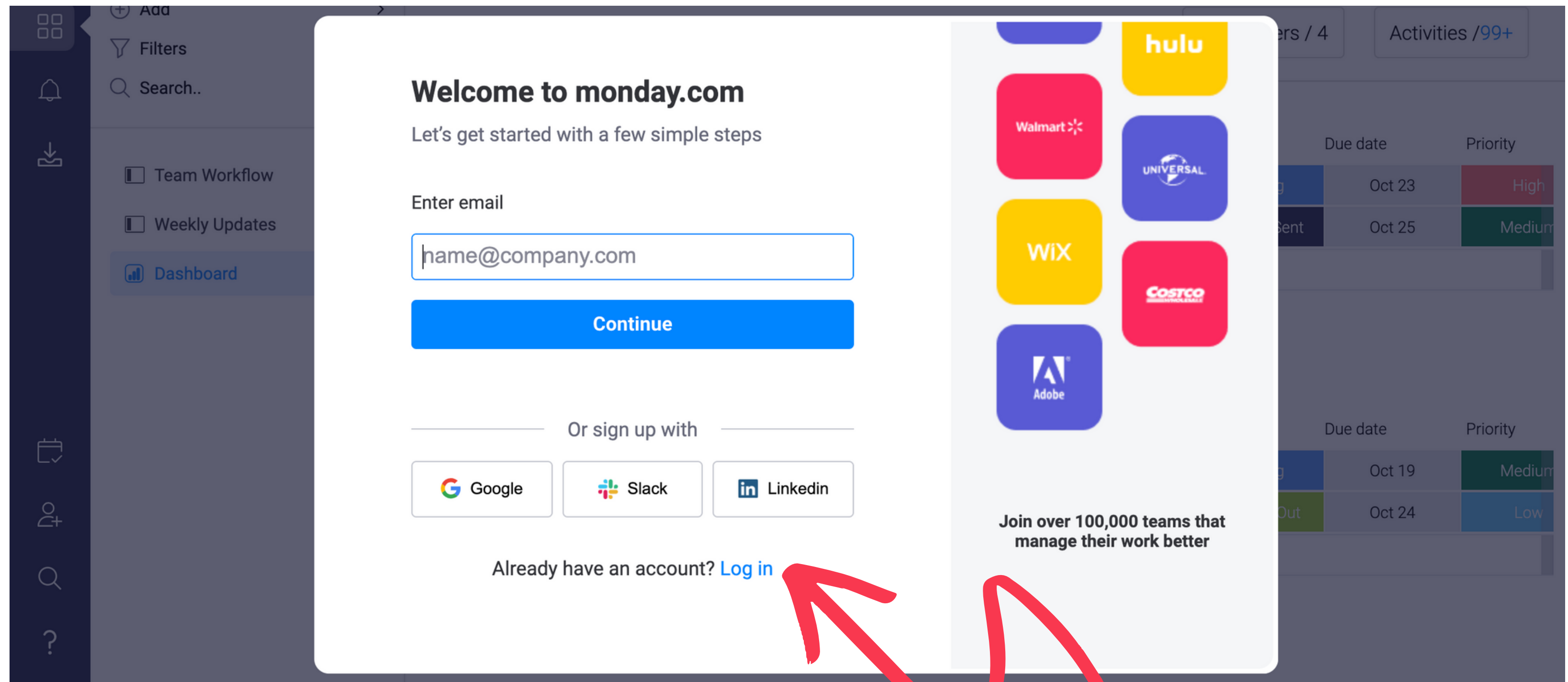
Manage
your **content**
with
monday.com

Organize, collaborate, and execute an
effective
marketing strategy using one visual
platform.

Get Started



STEP 02: Click the GET STARTED button and choose "Log in" to access your existing account.



The screenshot shows the Monday.com login interface. A central white card contains the following elements:

- Welcome to monday.com**
- Let's get started with a few simple steps
- Enter email
- Email input field containing "name@company.com"
- Blue **Continue** button
- Separator line
- Text: "Or sign up with"
- Three social login buttons: Google, Slack, and LinkedIn
- Text: "Already have an account? [Log in](#)"

To the right of the card is a vertical stack of partner logos: Walmart, Wix, Adobe, Hulu, Universal, and Costco. Below these logos, text reads: "Join over 100,000 teams that manage their work better".

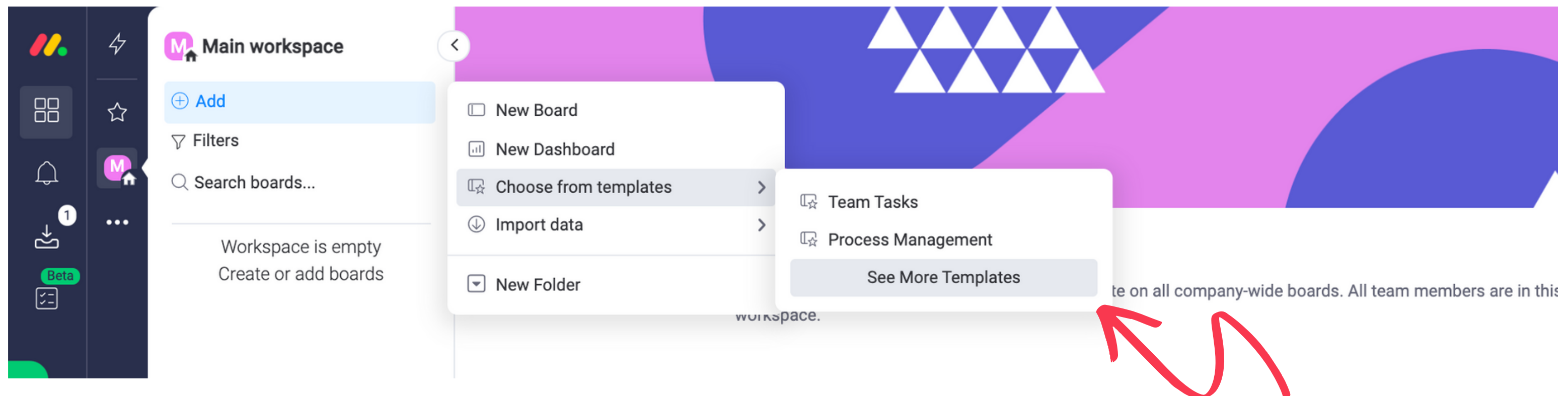
A red arrow points from the bottom right towards the "Log in" link.

The background shows a sidebar with navigation icons and a main area with a table of activities.

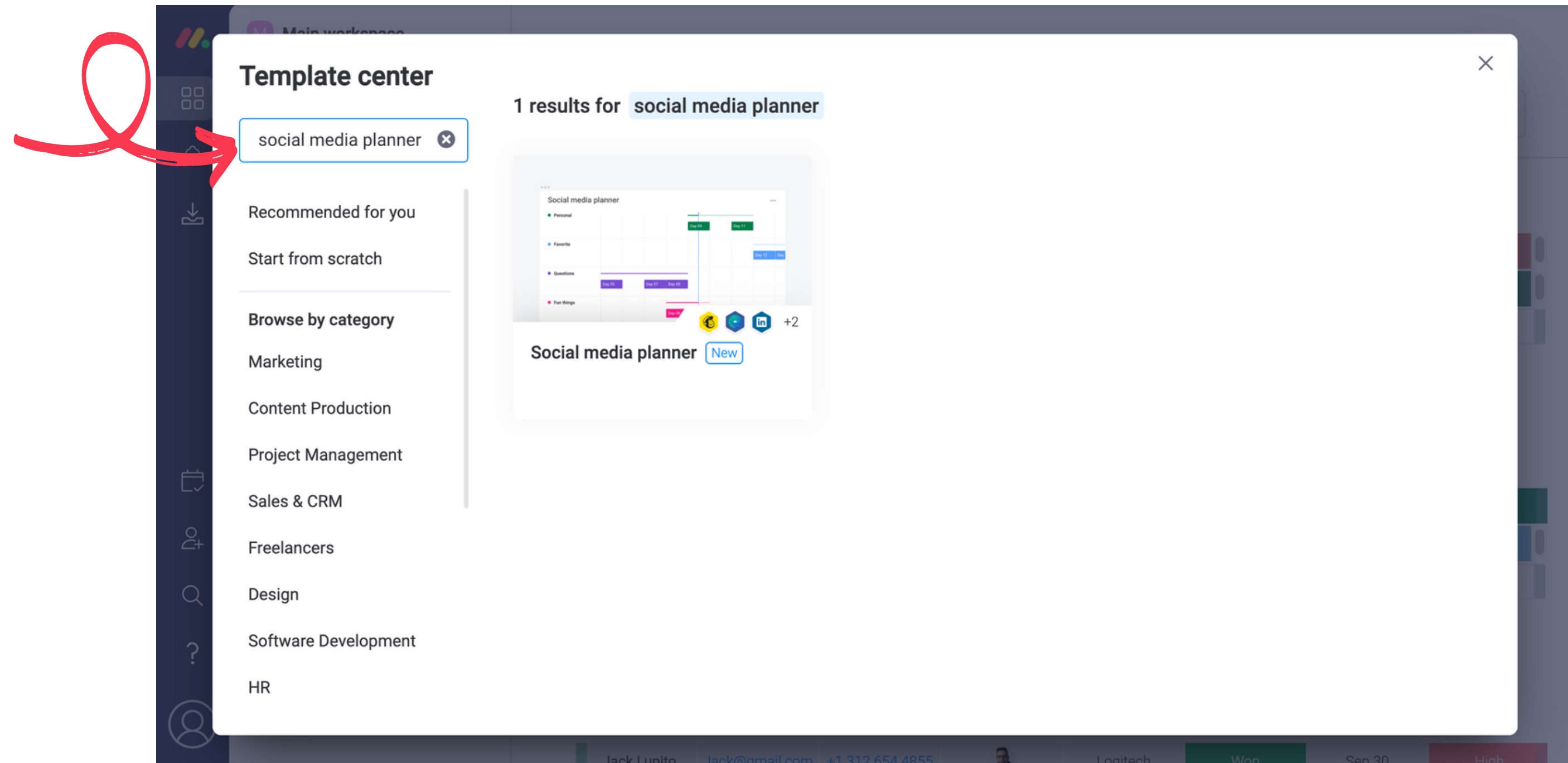
	Due date	Priority
g	Oct 23	High
Sent	Oct 25	Medium

	Due date	Priority
g	Oct 19	Medium
Out	Oct 24	Low

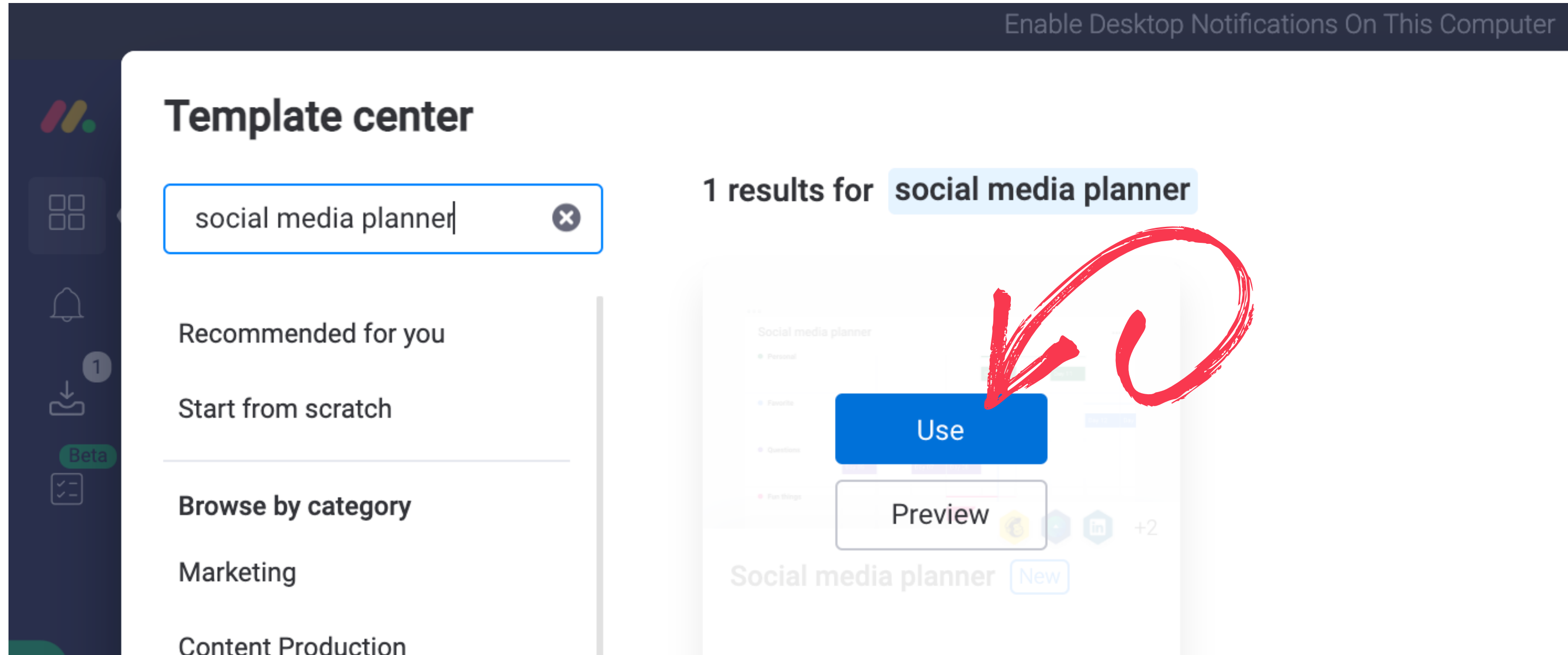
STEP 03: Once you are logged into your account, you will find the template in the Template Center. Go to your main workspace, select "Add" > Choose From Templates > See More Templates



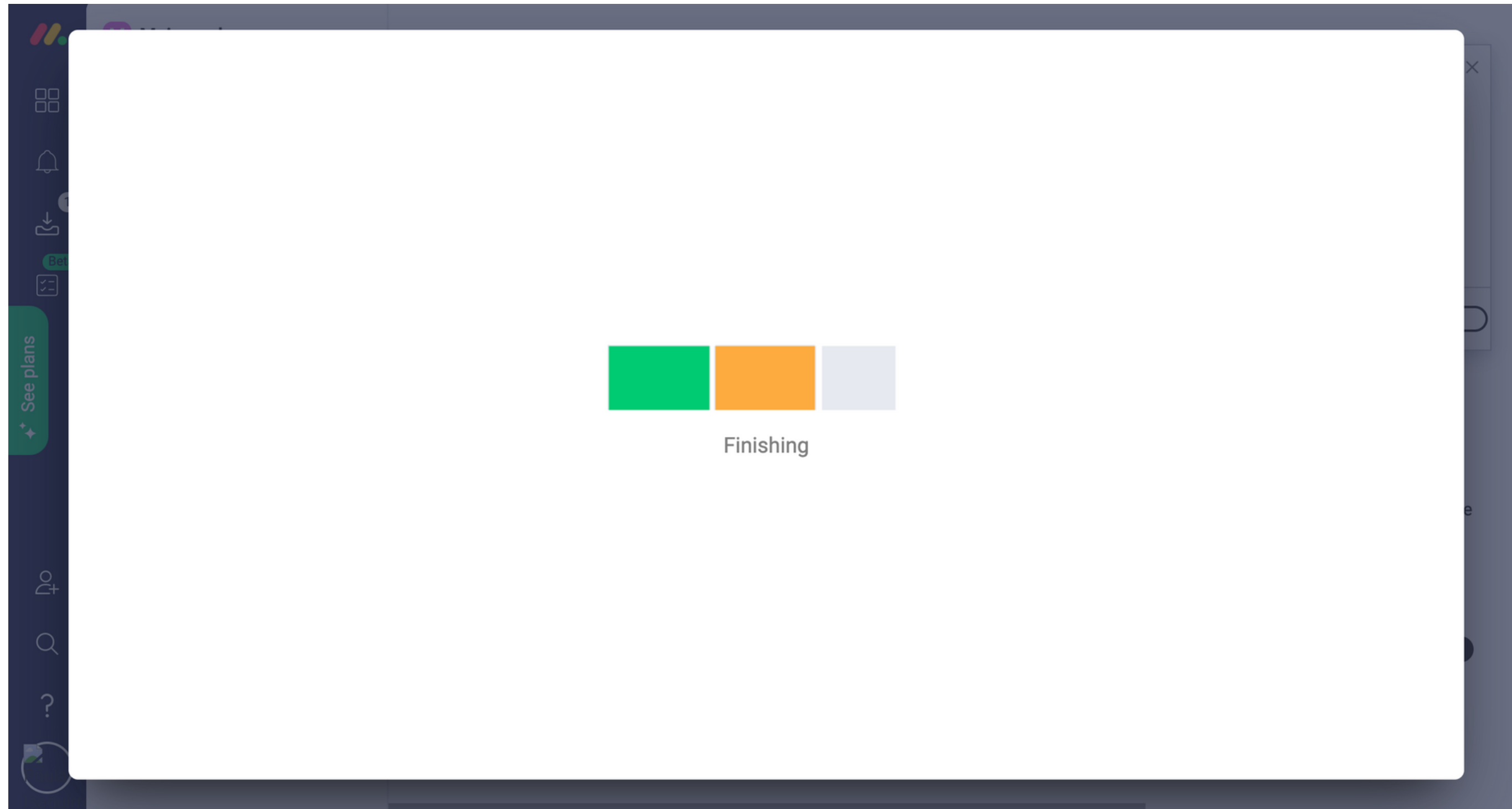
STEP 04: The Template Center will open up next. Simply type "Social Media Planner" in the search bar.



STEP 05: When the template pops up, simply hover over the box and click on the USE button to load the template to your account.



STEP 07: The template will take a few minutes to load all 30 "Done-for-You" images.



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Social Media Planner

Use this Social Media Planner tailor-made by Kim Garst and her team to visually plan your content.

Main Ta...

Calen...

Files

Timeline

More

+ Add View

Integrate

Automate / 3

New Item

Search

Person

Filter

Sort

Pin

Unpin

Expand

Collapse

Write

Month 1

	Posting Schedule	Post Copy	Content Category	Lead	Image Design
Hi there! 🐾 Click here for more information →					
Day 01		Grow through what you go through.	Inspiration		
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HOW TO USE THE SOCIAL MEDIA PLANNER TEMPLATE

Start planning and designing content all in one organized place!

Here is your *step-by-step guide*

- ☒ **Review existing posts and add your preferred posting date** in the "Posting Schedule" column. You can also drag and drop the content into the order you want and go back and add your planned posting date.
- ☒ **Review and/or Edit the Post Copy**
- ☒ **Brand the Images in one of two ways:**
 1. Download the image and add your logo using Adobe Photoshop, Canva, or any of your favorite graphics tool.
 2. If you would like to edit the images, simply click on the "Edit URL" links to be redirected to one our favorite online graphics tools, where you can add your own logo and edit the image colors to match your brand - all for FREE!

HOW TO USE THE SOCIAL MEDIA PLANNER TEMPLATE

Start planning and designing content all in one organized place!

Here is your *step-by-step guide*

- ☒ **Upload or simply drag and drop the edited image into the "Edited Image" Column** so you can plan your post scheduling.
- ☒ **Select "For Scheduling" to the channels you want to post to** from the "Posting Status" column.
- ☒ **Schedule Your Posts** using your favorite scheduling tool or directly to your Social Media Channels
- ☒ **Engage with your peeps!**

