



# DAILY TO-DOS

## LISTEN



**Check** your email for social network notifications



**Browse** LinkedIn network updates for news, trends, and professional activities



**Monitor** job changes, birthdays, and other life events



**Scan** Twitter for news as it happens

## ACT



**Accept** LinkedIn requests to connect or Facebook friend requests



**Respond** to any direct messages



**Follow up** on career or life milestones in your network — online and offline