

Quick Guide to Scheduling Social Media Posts

Why Schedule Posts?

It saves time and keeps your social pages active, even when you're busy.

Step 1: Choose a Free Tool

- Try **Buffer** (buffer.com) or **Later** (later.com).

Step 2: Connect Your Social Accounts

- Sign up and link your social media accounts.

Step 3: Create Your Post

- Upload photos and write your message.

Step 4: Pick Date and Time

- Choose when you want your post to go live.

Step 5: Schedule It

- Hit **Schedule** or **Save**. Your post will publish automatically.

Quick Tips

- Post during busy times (lunchtime or early evening).
- Keep messages short and engaging.
- Plan posts for the week all at once.