LIMITED TIME WORK FLOW

Weekly Workflow: Blog → Email → 3 Social Posts

This is designed for someone working overnight shifts with limited time (2–8 hrs/week), using AI to assist with writing, and staying consistent with content + affiliate marketing.

OVERVIEW

You create 1 blog post per week
→ That blog becomes:
✅ 1 email to your list
✅ 3 social posts
✅ Affiliate/product promo
✅ Optional lead magnet plug

☐ **Brainstorm or Record Blog Idea**

When? On break at work or during downtime
Time? 5–10 mins
Tools: Notes app or voice recorder
Prompt:
"What's one problem my audience has this week, and what helped me with it?"

☐ **USE AI TO DRAFT BLOG POST**

When? During your work window (20–30 mins)
How: Paste your notes or voice idea into ChatGPT and ask:
"Write a 700-word blog post at a 5th-grade reading level in a friendly voice based on this idea…"

☐ LIGHTLY EDIT + FORMAT THE BLOG

When? Before publishing
Time? 20–30 mins
Checklist:
- ✅ Add heading tags (H2s)
- ✅ Insert 1–2 internal blog links
- ✅ Add 1 image (Canva or free stock)
- ✅ Include CTA to your email list or affiliate link

☐ WRITE WEEKLY EMAIL BASED ON BLOG

Time? 10–15 mins
Prompt to ChatGPT:
"Write a 3-paragraph email summarizing this blog post and inviting the reader to read the full post [include link]. Make it friendly."
✅ Include:
- ✅ Personal touch ("Here's what I learned this week…")
- ✅ Link to blog
- ✅ Optional affiliate CTA or soft promo

☐ CREATE 3 SOCIAL MEDIA POSTS

Time? 15–20 mins
Prompt to ChatGPT:
"Write 3 short social media posts promoting this blog post. Include 1 story post, 1 tip, and 1 question for engagement."
Post Types:
- 📖 Story (e.g., "I wrote this at 3AM after my shift…")
- 💡 Quick tip (e.g., "If you're too tired to write, try this…")
- ❓ Question (e.g., "What's the hardest part about starting a blog while working full-time?")

☐ SCHEDULE SOCIAL POSTS + EMAIL

Time? 10–15 mins
Tools: Buffer, Later, Meta Suite, ConvertKit, MailerLite, etc.
Checklist:
- ✅ Schedule all 3 posts for the week
- ✅ Send (or schedule) weekly email
- ✅ Check link previews & hashtags

☐ OPTIONAL ADD-ONS (WHEN YOU HAVE TIME)

- ✏️ Record a short reel or voice clip to match the blog
- 📌 Add affiliate link to blog footer
- 📩 Add 1 new email to welcome series
- 🎁 Mention your lead magnet in the blog, email, or social