

FHNtoday Weekly Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday	The Weekend
COPY	FHNtoday Copy Week <ul style="list-style-type: none"> <input type="checkbox"/> Check to see if stories need to get edited <input type="checkbox"/> Edit stories as needed <input type="checkbox"/> Schedule stories as needed <input type="checkbox"/> Send note to each writer citing at least 3 good things & 2 tweaks 	FHNtoday Copy Week <ul style="list-style-type: none"> <input type="checkbox"/> Check to see if stories need to get edited <input type="checkbox"/> Edit stories as needed <input type="checkbox"/> Schedule stories as needed <input type="checkbox"/> Send note to each writer citing at least 3 good things & 2 tweaks 	Rule of 3 Time This is time you have dedicated each week to work on your alternate Rule of 3 selection.	FHNtoday Copy Week <ul style="list-style-type: none"> <input type="checkbox"/> Check to see if stories need to get edited <input type="checkbox"/> Edit stories as needed <input type="checkbox"/> Schedule stories as needed <input type="checkbox"/> Send note to each writer citing at least 3 good things & 2 tweaks 	FHNtoday Copy Week <ul style="list-style-type: none"> <input type="checkbox"/> Check to see if stories need to get edited <input type="checkbox"/> Edit stories as needed <input type="checkbox"/> Schedule stories as needed <input type="checkbox"/> Send note to each writer citing at least 3 good things & 2 tweaks 	
WRITE	Beat Work Week <ul style="list-style-type: none"> <input type="checkbox"/> Work, edit, post/schedule <input type="checkbox"/> Gather information <input type="checkbox"/> Plan for upcoming weeks <input type="checkbox"/> Will get closure on _____ today <input type="checkbox"/> Do extra for Beat 	Beat Work Week <ul style="list-style-type: none"> <input type="checkbox"/> Work, edit, post/schedule <input type="checkbox"/> Gather information <input type="checkbox"/> Plan for upcoming weeks <input type="checkbox"/> Will get closure on _____ today <input type="checkbox"/> Do extra for Beat 	Rule of 3 Time This is time you have dedicated each week to work on your alternate Rule of 3 selection.	Beat Work Week <ul style="list-style-type: none"> <input type="checkbox"/> Work, edit, post/schedule <input type="checkbox"/> Gather information <input type="checkbox"/> Plan for upcoming weeks <input type="checkbox"/> Will get closure on _____ today <input type="checkbox"/> Do extra for Beat 	Beat Work Week <ul style="list-style-type: none"> <input type="checkbox"/> Work, edit, post/schedule <input type="checkbox"/> Gather information <input type="checkbox"/> Plan for upcoming weeks <input type="checkbox"/> Will get closure on _____ today <input type="checkbox"/> Do extra for Beat 	
ANALYTICS	Analytics Week <ul style="list-style-type: none"> <input type="checkbox"/> Gather data from past week and input to spreadsheet 	Analytics Week <ul style="list-style-type: none"> <input type="checkbox"/> Determine top 3 more read stories from past week, top 3 galleries from past week, top 3 videos from past week <input type="checkbox"/> Share information with staffs <input type="checkbox"/> Award Certificates 	Rule of 3 Time This is time you have dedicated each week to work on your alternate Rule of 3 selection.	Analytics Week <ul style="list-style-type: none"> <input type="checkbox"/> Analytics lesson/handout day <input type="checkbox"/> Learn new tip/trick <input type="checkbox"/> Execute new tip/trick 	Analytics Week <ul style="list-style-type: none"> <input type="checkbox"/> Finish executing new tip/trick learned previous day 	
FRONT	Front Page Week <ul style="list-style-type: none"> <input type="checkbox"/> Find out current students of the week <input type="checkbox"/> Work to ensure top menu bar makes sense <input type="checkbox"/> Check/update countdown clock 	Front Page Week <ul style="list-style-type: none"> <input type="checkbox"/> Gather info for students of the week <input type="checkbox"/> Check sidebars and widgets to ensure areas are updated <input type="checkbox"/> Web lesson of the week 	Rule of 3 Time This is time you have dedicated each week to work on your alternate Rule of 3 selection.	Front Page Week <ul style="list-style-type: none"> <input type="checkbox"/> Write and Post/Schedule Weekly Students of the Week 	Front Page Week <ul style="list-style-type: none"> <input type="checkbox"/> Using the lesson from Tuesday, work to improve something with FHNtoday.com 	
NEWSLETTER	Newsletter Week <ul style="list-style-type: none"> <input type="checkbox"/> Plan out newsletter for the week. Dummy out what to highlight, check with each EIC to see if they want something included. Deadline 7 p.m. for inclusions 	Newsletter Week <ul style="list-style-type: none"> <input type="checkbox"/> Start filling in the content and getting images to fit into newsletter. <input type="checkbox"/> 1/2 of newsletter due by end of day. 	Rule of 3 Time This is time you have dedicated each week to work on your alternate Rule of 3 selection.	Newsletter Week <ul style="list-style-type: none"> <input type="checkbox"/> Second 1/2 of newsletter due by end of day. <input type="checkbox"/> Study/track analytics from last week. 	Newsletter Week <ul style="list-style-type: none"> <input type="checkbox"/> Spellcheck, edit, proof and schedule email for Saturday morning at 7 a.m. 	