

10 QUESTIONS TO ASK BEFORE YOU PRESS PUBLISH

Have I pressed **save**?

Have I got an effective **headline**?

Have I included an **image**?

Have I checked **spelling & grammar**?

Is my **formatting** consistent?

Have I **tagged & categorized**?

Have I used **<h> tags** correctly?

Have I included a **meta-description**?

Have I got a **social sharing** plan?

Do I have a **content re-use** plan?