

RecoverReputation

Repair and Build Your Online Reputation.

Reputation Repair Status and Task List Hours

[Client Business Name]

November, 2017

Front Page Status

Key Links and Movement

Links	Current Position	Net Change
Negative Link 1	4	-
Negative Link 2	5	-
Positive Existing Link	8	+9
[Client Name] Crunchbase	9	NEW
Negative Link 3	14	+6

Task List and Hours

Date	Task	Hours
11/2	Made some minor updates on related Wikipedia articles to build trust for new account to make it easier for new article for Mark would be accepted when published	3
=11/4	Additional minor updates on related Wikipedia articles	1
11/7	Review project plan; discuss with [Marketing Manager], [Marketing Assistant]	1
	Rewrite and format "[Specific Content]" article, add links; publish to blog	2
11/9	Review and request information again; resize photo; prioritize next steps	.5
11/14	Attempt to sign in and make updates; create new email account	.5
	Create Google Business; DailyMotion platforms	.5
	Create Crunchbase profile, with press and additional links; made Instagram account for [Client Name]	3
	Create Reddit and subscribed to several targeted sub Reddits; create Yelp account	1
	Make Manta site; create MyHeritage site with links; added new sites to Google for indexing	2

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	Update plugins for [Client Name].com site; create Google Analytics and Webmaster Tools; review site speed; indexed site; conducted other maintenance	1.5
11/15	Add Followers on Medium.com; review next steps and other content to add	2
11/16	Update [Client Name]Business.com site; review blogs for links and reposting; re-write and publish on Medium	2
	Create Academia site with links; update [Client Name] Business Facebook with profile details	1
11/17	Updates to Twitter and other accounts	2
11/18	Downloaded and retagged videos in Vimeo; tagged and uploaded paper to Academia	1.5
	Plan social media strategy; draft content list	1.5
11/19	Create StumbleUpon and add pages, etc.	1
11/20	Create Scope.it account and add links; review negative link status and get priorities	1
	Research, draft and finalize content strategy	2
11/21	Add several links to Scope.it; create Behance account, found images, named them, and added Project	1.5
11/25	Reviewed articles and content on Medium--add Followers to LinkedIn, Scribd, Crunchbase; post to Scoop.it, StumbleUpon	1
	Vimeo profile update; metadata changes to videos; share on some platforms	1
	Post and embed some Vimeo videos to [Client Name].com	.5
	Updated [Client Name].com WordPress version; reviewed and updated template	2
	Create new sound accounts, Mixcloud and Audiomack; uploaded some files to both	1
	Create Issuu site; uploaded presentation, followed topics	1
11/26	Create Flickr account; add few images	.5
	Tweek and update [Client Name]Business2.com text; adding plugins to improve speed and get found by Google using set metadata for Title and Descriptions; add links	2.5
	Research, re-edit, find and add images to presentation talk and upload to Academia	1
	Craft social media links for week	2
	Discover and review content/blog problem and draft solution strategy	1
11/28	Optimize [Client Name].com for speed (helps with Google searches)	1

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	Create BuzzFeed Community account; add links, article	1.5
	Update “[Specific Content]” blog on [Client Name].com site with links, images, titles, reformat, optimize; and share on Medium.com	3
	Updated “[Specific Content]” article on Medium.com with links; reviewed stats	.5
11/29	Create StackExchange account, posted question, and added groups	.5
	Add backlinks by adding blog post rewrite and Academia post to Crunchbase and others	.5
	Active on Reddit, building positive profile	1
	TOTAL HOURS GOAL	40
	TOTAL HOURS:	59.5