

Month-to-Month Guide and Workbook

This is my (Thomas Novosel; www.thomas-novosel.com) month-to-month workbook. I put this together so I could manage myself online better and keep some things in order and organized. Also so that I always have something I can do.

I print out a new one at the beginning of each month to fill out.
Print out, fold, staple, good.

This is version 0.1

Priorities

Keep these priorities in mind so that you don't get caught behind on projects and work.

- Task at work
- Art or Writing
- “Things to do List”
- Advertising, Social Media Presence

Things to do

These are things you should do if you are ever in doubt or not doing anything at the moment.

- Continue working on that art piece
- Continue writing that story
- Start a new art project
- Start a new writing project

Agenda

DAILY

- Make a post: Twitter, Facebook, Google Plus
- Check one or two boxes off of the “Things you can do” list

WEEKLY

- Pin an image on Pinterest
- Comment on an image on Pinterest
- Comment on something on DeviantArt
- “Like” and comment on something on Behance
- “Like” and comment on a post on Facebook
- “Like” and reblog something on Tumblr
- “Like” and comment on a Google Plus post
- Read, “Like”, and comment on something on Medium
- Read, Upvote, and comment on something on reddit
- “Heart” something on Twitter

MONTHLY

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Things you can do

Each month. When you fulfill a task, check off a box. Try to check off all the boxes before the vertical line for each listing, anything after is extra credit.

READING

1	Read an article off a Science website <i>sciencemag.org</i>	oo oooo
2	Read an article off a religion based website	o ooo
3	Read a random Wikipedia page about another country	o oo
4	Read a random Wikipedia page	o ooo
5	Read the definition of a word you didn't already know	oo ooo
6	Read a short story	o ooo
7	Read the last 10 Tweets of someone you haven't talked to in awhile	o oo
8	Read a news article that doesn't appear to be super negative	oo ooo
9	Read a poem	o oooo
10	Read the lyrics to a song you have listened to recently	o ooo

MUSIC AND PODCASTS

11	Listen to a song from a genre you don't normally listen to (or have never listened to)	oooo oooo
12	Listen to an episode of a podcast you have never listened to before	o ooo
13	Listen to the next episode of a podcast you are listening to	o ooo

WRITING

14	Write a 500+ word blog post	oo oooo
15		

VIDEOS, TV AND MOVIES

17	Watch an episode of a TV show you have never watched before	000 000
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18	Watch a short film or short movie <i>vimeo.com, youtube.com, shortoftheweek.com</i>	00 000
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19	Watch at least the first 15 minutes of a movie you would normally <i>not</i> watch	0 00
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ARTWORK

21	Follow a new artist on tumblr and like 3 of their posts that you like	0000 000
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22	Look on Behance and comment on two things that you like	000 00
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23	Watch a video of someone drawing	0 0000
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24	Watch a sketchbook sharing video	0 000
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25	Flip through and read a comic book	00 000
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26	Look at a webcomic, read it too	0 000
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SOCIALIZING

28	Reach out and talk to someone you haven't talked to in a long time	00 000
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29	Send a message to someone whose content you enjoy, showing your appreciation	00 000
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30	Talk to someone about something you read recently, ask questions and listen to their opinions	00000 000
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31	Talk about a memory with a friend	00 000
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32	Describe a place to someone to someone who hasn't been there before	0 000
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OTHER

37 Cook something new 0 | 000

38 Read poetry outloud in a theatrical
fashion 0 | 000

39 Take handwritten notes while watching
a tv show or reading something 0 | 000

40 Write a handwritten letter to a friend,
colleague or family member and send it 0 | 000

41

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Posting Art Online

Some basic art instructions for posting online:

- Change the image name so that it accurately describes the art with keywords and has the artists name in it.
- Make the post reflective of the image, use similar wording or titling as the images name.
- If on wordpress, change the alt text to have keywords and a longer worded description of the images content.
- Use hashtags. Medium: #ink #watercolor #oils #acrylic #pens. Genre: #horror #fantasy. Content: #character #monster #architecture #scenery. Also have #[previous]art.

Also make sure to post on the appropriate website:

- For WIP or Rough Sketches; instagram, twitter, tumblr, google plus,
- Finished artwork; instagram, twitter, google plus, facebook, DeviantArt
- For artwork that is intense or “better”; all of the above and Behance, DeviantArt, Portfolio (Adobe, and website)

Posting Anything Online

- If your angry or really emotional. Save it as a draft and look at it again tomorrow.
- If it has an image, rename the image to better describe the art and also put your name in it if it is originally yours. If you got it elsewhere, rename it to credit its source instead of your name.
- Use hashtags at the end of the post that are appropriate and descriptive.
- Share to the appropriate groups (blog posts and website posts of major importance or really interesting, cross share onto your other social media accounts and sites).
- Make sure to include your name in a signature type fashion at the end of blog posts.
- Blog posts should be 300 words minimum.

Socializing Online

Here are some good rules to keep in mind before socializing online:

- If you're angry or emotional, maybe wait a day before posting.
- Respect the fact that people have different opinions than you, but that that is no reason not to be civil.
- Don't comment something you wouldn't want an unintended someone else to see.
- Don't be afraid of line breaks in longer posts.

“FREQUENT FLYING” ACCOUNTS LIST

- reddit
- instagram
- google plus
- twitter
- facebook
- dribbble
- behance
- adobe portfolio
- deviantart
- medium
- tumblr
- etsy
- society6
- flickr
- youtube
- linkedin
- pinterest

Weekly Report

At the end of each week, fill out the prompts. Write a couple words or write a few sentences, or whatever works. Just write it.

WEEK ONE

What made you happy this week?

What did you learn this week?

Which specific interaction was the highlight of the week?

What did you do not as well, and could learn from?

Which boxes did you check off this week?

WEEK TWO

What made you happy this week?

What did you learn this week?

Which specific interaction was the highlight of the week?

What did you do not as well, and could learn from?

Which boxes did you check off this week?

WEEK THREE

What made you happy this week?

What did you learn this week?

Which specific interaction was the highlight of the week?

What did you do not as well, and could learn from?

Which boxes did you check off this week?

WEEK FOUR

What made you happy this week?

What did you learn this week?

Which specific interaction was the highlight of the week?

What did you do not as well, and could learn from?

Which boxes did you check off this week?

