AutoDrop Pro Multi-Platform Planner Walkthrough

1. Welcome

Your Multi-Platform Planner helps you plan, format, and queue posts across multiple platforms. It provides step-by-step guidance to map your content, schedule posts, and streamline your workflow for consistent multi-platform publishing.

2. Accessing the Multi-Platform Planner

• Notion Dashboard: This planner is also embedded in your live Notion dashboard template. It can be found in the Templates Tile.

3. First-Time Setup

• Save Your Copy: Save your own copy to keep content planning organized under your project or brand name.
• Review the Structure: Tabs are preloaded for content title, caption drafts, platforms, dates, media links, and status fields.
• Customize as Needed: Add additional fields for notes, approval checkpoints, or custom tags if your workflow requires them.

4. How to Use the Campaign Planner

• Column Guide: - – Content Title: The main identifier or title of your post or series. – Platform: Each platform where the content will be published (TikTok, Instagram, Facebook,etc.). – Scheduled Date & Time: The planned posting date and time for each platform. – Caption Draft: The core caption draft for the content, ready to customize per platform. – Media/Assets: Links to video, image, or audio files connected to the post for quick access.

• Pro Tip: Review and update the planner daily or weekly to stay aligned with your posting schedule and avoid duplicate or missed posts.

5. Example Workflow

1. Create a new row and name your content piece or campaign.

2. Add each platform where the content will be published.

3. Enter the planned dates and times for each platform in the schedule fields.

4. Draft your base caption, then adjust it for each platform as needed.

5. Link to your media assets (video, images, or audio) in the Media/Assets column.

6. Review and update the planner regularly to keep your workflow accurate and up to date.

6. Next Steps

• Map out at least one week of content for multiple platforms to build familiarity with the planner.

• Pair the Multi-Platform Planner with your Content Calendar for a detailed, platform-specific posting workflow.

• As your process stabilizes, integrate AutoDrop Pro automation tools to streamline scheduling and expand your reach.