

**Write Up Submittals**

[**https://docs.google.com/document/d/1ohD1aFqlcz0I11ZwBla-q142flZ676cNwQWiU87f0Sc/edit?usp=sharing**](https://docs.google.com/document/d/1ohD1aFqlcz0I11ZwBla-q142flZ676cNwQWiU87f0Sc/edit?usp=sharing)

Featured Image (attached in email 970 x 550)



**Submission Date: Jan 19, 2023 for Jan 20, 2023**

**Suggested Title: Want to Schedule Your Personal and Company Page Posts on LinkedIn?**

**Meta Description (151/150 characters):** Did you know that you can schedule posts on LinkedIn? You can schedule posts on your personal profile, and the company page schedule feature is coming.

**SEO Keyword (1-2 words): LinkedIn, Scheduling, Posting**

**Word Count (Less 31 for Template):**

**The Post (Target length: 250 to 400 words): 849 with BIO & 601 Article only**

Did you know that you can schedule posts on LinkedIn? You can schedule posts on your personal profile, and the company page schedule feature is coming.

**Are you a job seeker? Read to the end for a job seeker tip about company pages!**

On your personal profile, you cannot schedule events, group posts, jobs, multi-photos, polls, reshares, or services at this time.

Want to know how to schedule personal posts? Here are the step-by-step instructions for the desktop.

1. Click Home
2. Click Start a post
3. In the bottom right corner, click the clock icon
4. Choose the date and time of your post (1 hr to 3 months out from the current time, rounded to the nearest interval)
5. Click Next
6. Type your post content
7. Click Schedule
8. See the confirmation

Do you need to change the posting time? Go back, follow steps 1-3 above, and then view all scheduled posts. Change the time and save.

You can also hit the trash can if you want to delete the post, but you will not be able to recover it once deleted.

Need to change the content and edit the post? You will have to start all over again. So, consider doing a post preview to see if the content details are correct before you hit schedule.

If you want to schedule a post for a [**LinkedIn company page**](https://www.linkedin.com/help/linkedin/answer/a551045?trk=hc-articlePage-sidebar), it can only be done on a desktop IF it’s been rolled out to you as a super or content admin on the page.

You will not be able to schedule events, first-party newsletters or articles, jobs, multi-photos, polls, reshares, or services on the company page.

Want to know how to schedule company page posts? Here are the step-by-step instructions for the desktop (if you have this feature available).

1. Access your company page as a pager super or content admin
2. Click Start a post
3. In the bottom right corner, click the clock icon
4. Choose the date and time of your post (the time is based on your location and scheduled 1 hr to 3 months out from the current time)
5. Continue to create the post
6. Click Schedule

**I can’t wait to have the scheduling feature available for company page posts!**

**Here are four company pages with missions near and dear to my heart, so give them a follow!**

We post a lot of online career education and networking events on the 501(c)3 nonprofit [**Great Careers Groups**](https://www.linkedin.com/company/great-careers-groups/mycompany)’ company page. Learn and network with us! Follow #GreatCareersPHL too!

If you are in the chemical, pharmaceutical, biotechnology, life sciences, and allied industries, follow the nonprofit [**ChemPharma company page**](https://www.linkedin.com/company/chempharma/) and the hashtag #chempharma

If you are a veteran organization in the Delaware Valley or support veterans in the Delaware Valley, follow the [**DVVC company page**](https://www.linkedin.com/company/dvvcorg)and the #dvvcorg hashtag.

The [**Thought Leadership Branding Club**](https://www.linkedin.com/company/thoughtleadershipbranding) is another company page to follow for upcoming social audio events on Clubhouse, Twitter Spaces, LinkedIn Audio, and more! Follow #TLBClub

One thinks of company pages for solopreneurs, small businesses, companies, institutions, and nonprofits.

But what if you are a job seeker? Could you have a [**company page**](https://vista.today/2020/09/how-to-establish-and-leverage-your-linkedin-company-page-step-by-step/) to fill in the gap to have a “to present” job?

YES! Why not?

Join me for a presentation on How to Gain Customers with a LinkedIn Company Page, even if you are a job seeker.

Can’t make it on [**Feb 7th at 11:30 AM ET**](https://www.score.org/buckscounty/event/how-gain-customers-linkedin-company-page) at Bucks County SCORE? Then search on my Google doc for a [**repeat presentation scheduled in 2023**](https://bit.ly/CareerTopics)**!** See ya online!

In case you missed it, last week’s article was [***Need a Post Idea for LinkedIn? Share Your MLK Day Activities!***](https://vista.today/2023/01/linkedin-share-mlk-day-activities/)

**NEXT STEPS**

* Subscribe to my [**newsletter on LinkedIn**](https://www.linkedin.com/newsletters/career-news-today-6864059681518813184/) for bright ideas to manage your career.
* Join as a member at [**https://greatcareers.org/membership**](https://greatcareers.org/membership)of the #1 business networking association on the [**Philadelphia Business Journal’s Book of Lists**](https://www.bizjournals.com/philadelphia/subscriber-only/2022/12/16/largest-business-networking-associations-in-greater.html) three years in a row!
* Register on the [**events page**](https://greatcareers.org/events) for these upcoming online events.
* If you need a resume or LinkedIn profile to get you to your next step, [**book a call**](http://bit.ly/BookLynne) to chat!
* Follow #GreatCareersPHL

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WEEKLY EVENTS**

* Fri Jan 20 - Interviewing Techniques
* Sat Jan 21 - LinkedIn Part 2 of 3
* Tues Jan 24 - Discover the 4 Pillars of Career Satisfaction to Land a Job You Love
* Tues Jan 24 - Business Executives Networking Group (BENG)
* Wed Jan 25 - PowerThinking: Rejuvenating Your Amazing Mind Weekly Resilience Building Call-In
* Wed Jan 25 - Research for Targeting Your Job Search
* Thurs Jan 26 - Career Success Group Job Seeker Accountability & Networking
* Thurs Jan 26 - How to Analyze Your Headline for LinkedIn, Emails, and Blogs
* Fri Jan 27 - Great Careers Groups Interview with Integrate for Good Facebook Live
* Mon Jan 30 - Career Success Group Job Seeker Accountability & Networking
* Mon Jan 30 - Princeton Community Works Nonprofit Conference

**BIO**

Lynne Williams is the Executive Director of the Philadelphia Area Great Careers Group, a 501(c)3 nonprofit of over 7000 members providing career education and networking. Contact Lynne by phone at 484-393-2951, email at [**director@greatcareersphl.org**](mailto:director@greatcareersphl.org), on social media @GreatCareersPHL and #GreatCareersPHL and connect on LinkedIn at [**www.linkedin.com/in/lynnewilliams**](http://www.linkedin.com/in/lynnewilliams)Visit the [**website**](https://www.greatcareersphl.org)!

**#contentcreation #content marketing**

* Tues Jan 31 - Annual Reviews as Career Catapults
* Tues Jan 31 - Resources & Winning Strategies to Catapult Your Nonprofit Job Search