

5 WAYS TO TAKE CHARGE OF YOUR SOCIAL MEDIA

Be the Boss of Your News Feed Today



*Do you hesitate before checking Facebook each day, unsure of what you might see?
Do you think (or overthink) every post and comment, afraid of who you might offend?
It's enough to make you want to go into full-blown ostrich mode.*

But when you're working to grow your online audience, you can't afford to stick your head in the sand.

What you **CAN** do is manage your social media exposure and commit to being a force for good in the world. You can take control of your newsfeed on Facebook and your consumption of content that boils your blood. These tips show you how to control what posts you see, who sees your posts and how to do it all **WITHOUT** throwing a wrench in your own online growth efforts.

The bonus for you is that these tools will also increase your productivity by helping you manage distractions on Facebook so you can do the work you set out to do without falling into a rabbit hole.



INSTALL NEWS FEED ERADICATOR FOR FACEBOOK

- Most of the grief on Facebook comes from what you see on your news feed. News Feed Eradicator is a Chrome extension that eliminates your news feed and replaces it with a motivational quote, allowing you to do what you need to do on Facebook without distraction. Download it here: <https://tonya.link/eradicator>



ORGANIZE YOUR FRIENDS INTO LISTS

- If you aren't using lists on either Facebook or Twitter, now is the time to start. Lists allow you to organize your friends and the people you follow into categories so you can decide when and how to check in on their posts.



MANAGE YOUR NOTIFICATIONS

- All social media platforms allow you to manage how you are notified of updates. You can choose to receive email, text or push notifications to your mobile devices. On Facebook, you can toggle notifications with an even higher level of specificity based on your preference.



TAKE ADVANTAGE OF PRIVACY SETTINGS

- Did you know you can control who sees or responds to your social media messages? Every time you Tweet, you have the option to choose who can reply. On Facebook, you can get even more specific, specifying exactly who can and can't see each post.



SILENCE REPEAT OFFENDERS

- Both Facebook and Twitter allow you to mute conversations and users. On Facebook, you can put your friends on snooze for 30 days or unfollow them so you don't see their posts in your newsfeed but stay in touch.

NEED HELP?

If you want help balancing what you *can* do on social media with what you *should* do, let's talk! Schedule a free Borrow My Brain session: <https://tonya.link/brain>.