

TASK #2

START ORGANIZING TEMPLATES



TIME:

This task should take 1-2 hours depending on amount of content



QUESTIONS:

Leave in the thread called "Task 2" in the FB group.



WHEN FINISHED: Upload a image or screenshot of your Slite folder (or whatever program you want to use) in the "Task 2" thread with "DONE"! Complete by 1/15 to stay on track for the next task.

At the end of the challenge, there will be prizes for those who have uploaded and completed EVERY task!

INSTRUCTIONS 1 OF 3

1. On the worksheets from Task #1, go through each category and look at how many tally marks are next to each. On the new worksheets from this task, write the name of the category in each section that aligns with the number of tally marks. Be sure to include the overarching category name, as well. For example, "Desserts: Bundt Cake".

2. Based on that list, go through and:

A) Cross off any that have low tally marks that you know you likely won't do again.

B) Cross off any that may have high tally marks but are no longer in your area of focus and/or ones you know you likely won't make again.

**If in doubt, keep it on the list. It's easy now to think we may not utilize a certain template very much, but it's going to be easier to create a template for it now while you're in the groove than if you have to write it from scratch later.*

3. Download the Slite app on your computer. This is a FREE note-taking app that will allow us to easily organize each template in a separate document, without having to mess with a bunch of Google Docs or Word documents. If you're family with Evernote, it's a similar app to that but I think it's more streamlined and easy to use.

4. Once you install and open the app, click the "+" sign next to the word "Channels" on the left panel. Name this channel "Blog Templates". After you create that, click on the smaller blue button that is **next** to "New Note" (if you hover over it, it should say "Create Collection". Click that and create 4 collections, naming them:

"1: Top Priority"

"2: Medium Priority"

"3: Lower Priority"

"4: Lowest Priority"

INSTRUCTIONS 2 OF 3

5. Now, use your new list that you created in this task to start adding “New Notes” to each Collection. For example, everything in the column labeled #4 on the worksheet should go into the “4: Lowest Priority Folder”. See example below.

The screenshot shows a Notion workspace interface. On the left is a dark sidebar with a user profile 'melis...' and a search icon. Below the profile are sections for 'quick access' (all notes, my private notes, templates) and 'add people'. A red circle highlights the '+' icon in the 'Channels' section, with a red line pointing to the text 'Create new Channel'. The main workspace area is titled 'Blog Templates' and contains a 'New note' button (circled in red with a line to 'Create new Collection') and a list of collections: '1: Top Priority', '2: Medium Priority', '3: Lower Priority', and '4: Lowest Priority'. A red circle highlights the dropdown arrow for the '4: Lowest Priority' collection, with a red line pointing to the text 'Create new Note in that particular Collection (or you can click the big “New Note” button at the top and drag it into its place.)'. The top right corner of the workspace shows the word 'Site'.

INSTRUCTIONS 3 OF 3

6. Once you have all the categories inputted, it's time to get started! For each new note you created:

Step 1. Go to your blog and find the most recent or relevant post for that category. I say most relevant because you may already have an idea of a solidly written post that would be the best starting point. For example, I know that many of my posts from the past year are much better formatted and written than years past, so I will grab one of those.

Step 2: Copy the entire post AND the recipe card into the note you created (skip recipe card if not a food site). This note will be your **Master Template**. Why are we doing this? By seeing everything in one spot (Slite), we can make changes much faster rather than having to sort through Wordpress. Technically we *could* copy these all to a new Wordpress draft and work that way, but it's a lot slower and less streamlined. We will add to Wordpress later.

Step 3. Now do a search on your site for that category so that it brings up all the posts relevant to that topic. Essentially, you want to open all the posts that you had a tally mark for. It's easiest to open these post in new browser tabs so you can view them at once.

Step 4 (skip this step if not a recipe blogger): Compare the ingredients of each recipe with the first recipe you copied/pasted into Slite. Are there any ingredients in these recipes that weren't in the first? Write those into the base Slite template.

Our goal here is to have ALL potential ingredients in the master template, so that when you go to write a recipe, you can simply delete the ones you don't need VS. adding new ones.

Step 5: While keeping those browser tabs open, now compare the structure of the posts with the one you first copied into Slite. Do they follow the same structure or are there sections like FAQ, Numbered Lists, or Link Lists that you include in some but not others? If so, add those into the Master Template. Don't worry about **where** you place them in the template, just pop them in there somewhere.

If you're a DIY blogger, look at your instructions and copy ALL steps into the Master template. For example, let's say we're making a card. And when you look at two separate posts, Step #1 of the first one says *"Cut the paper to 10" x 7" and fold in half"*. While Step #1 of the second post says, *"Open Silhouette Studio and start with a blank page. Insert Design #392 (link) to the center of the page."* At this stage, go ahead and write both since they're potential ways to start the post.

