

# Editorial Workflow Checklist

## 1. Pre-Writing

- ☐ Define objectives and target audience
- ☐ Research topic
- ☐ Create an outline

## 2. Writing

- ☐ Draft content
- ☐ Incorporate keywords and SEO elements
- ☐ Format headings, lists & images

## 3. Editing

- ☐ Check for grammar and spelling
- ☐ Ensure clarity and coherence
- ☐ Verify facts and sources

## 4. Approval & Publishing

- ☐ Get approval from stakeholders
- ☐ Upload and publish
- ☐ Review final live content

## Notes

Add notes or comments here...