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| Content Planning Template | | | | | | |
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| **Date** | **Platform** | **Content Type** | **Target Audience** | **Assigned To** | **Status** | **Notes** |
| 5/12/2025 | Facebook | Blog | General Audience | John | Draft | First draft |
| 5/13/2025 | Instagram | Social Media | Followers | Paul | Scheduled | Image needed |
| 5/14/2025 | Email | Newsletter | Subscribers | Mary | Published |  |
| 5/15/2025 | Website | Article | General | Dave | Scheduled | Infographics needed |
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