

10 Days of Twitter

Day 9 – Managing Information (Part 3)



@YSJTEL

And what about future tweets?
Tweetdeck & Buffer



You can schedule tweets to send themselves automatically later on. Although Twitter is a medium which captures the moment, there are several reasons why you might want to do this:

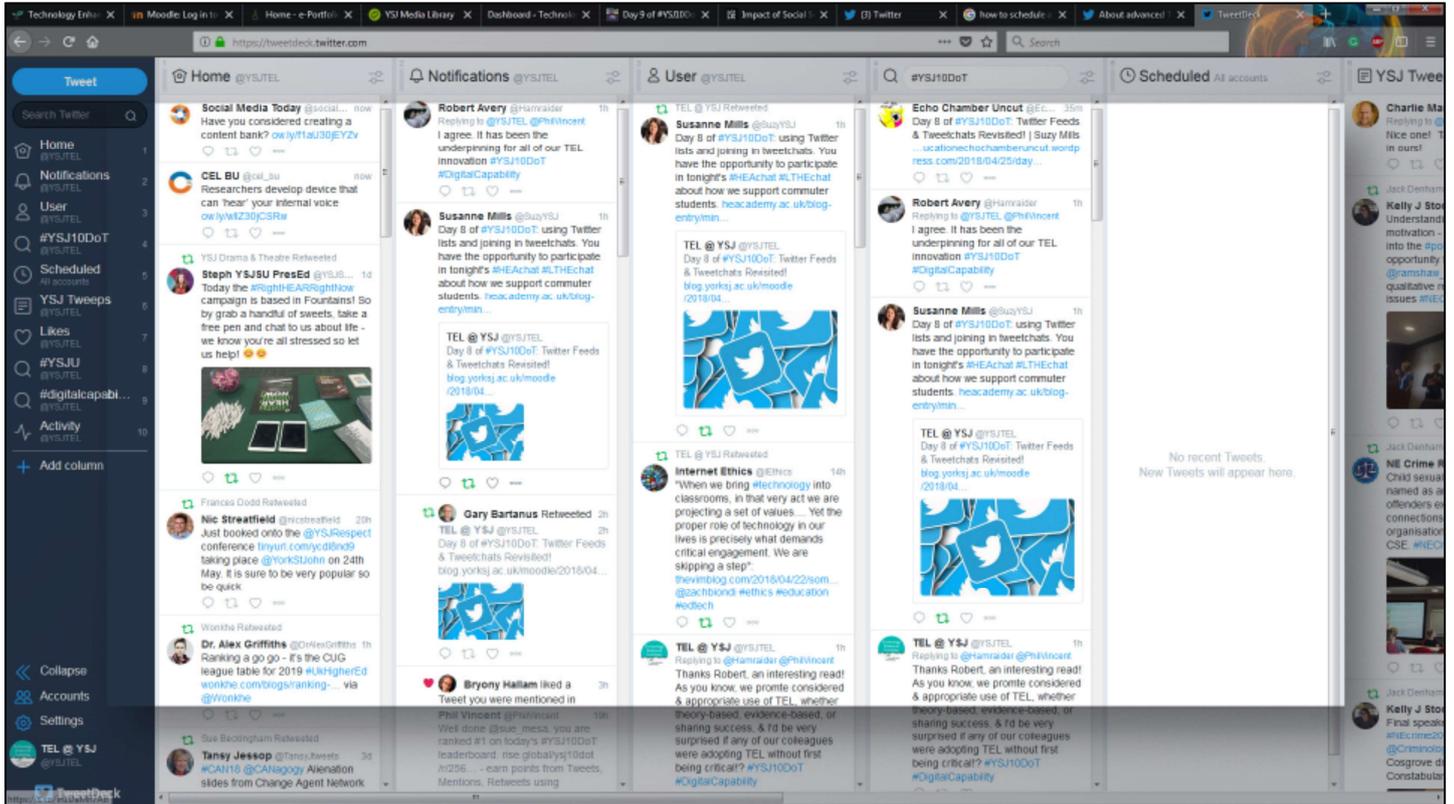
- If your following contains people in a different time zone who are most likely to be online in the middle of the night, and you want to catch their attention.
- If you have collected a lot of links you want to share, but don't want to overwhelm your followers with lots of tweets at once ([see this example of an awesome workflow, from Pocket to Buffer to Twitter!](#)).
- If you want to tweet repeated information, updates or reminders, perhaps about an event you're organising, a blog or article you've written or a deadline for a job or funding opportunity, without having to remember to do it.
- If you're away but want to keep some presence on Twitter.
- If you want to release a link to an article, or lecture recording, to students after a lecture or seminar.

1.

TWEETDECK

TweetDeck allows you to schedule Tweets in advance.

TweetDeck allows you to schedule Tweets in advance. If you manage multiple accounts through TweetDeck, you have the option to schedule Tweets for each of them.



To schedule a Tweet:

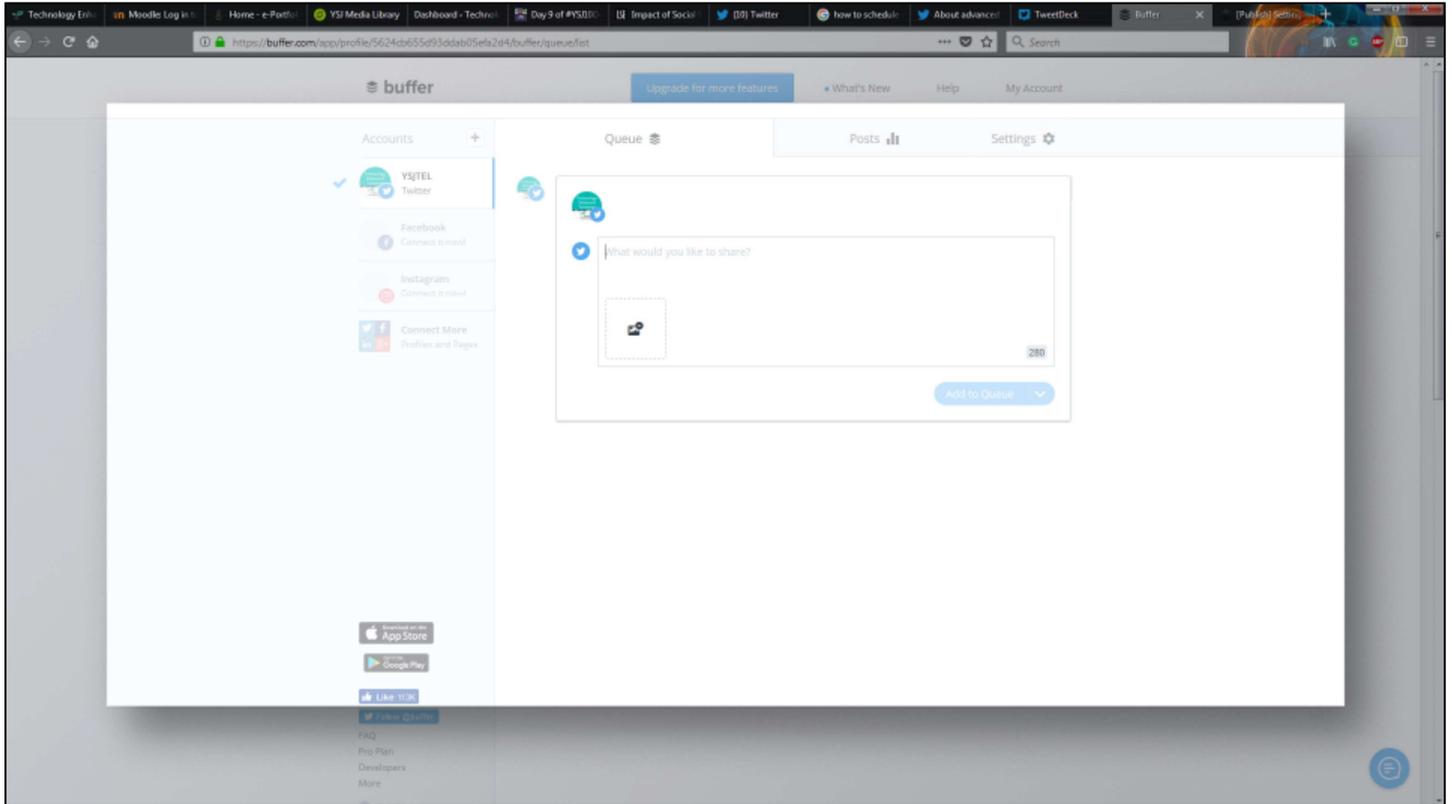
- Sign in to your TweetDeck account and click the **Tweet**.
 - Confirm that the Twitter account(s) you'd like to Tweet from are selected.
 - Compose your Tweet. Include an image or video with the Tweet by clicking **Add images or video**.
 - Click **Schedule Tweet** and select the date and time you'd like the Tweet posted.
 - Click **Schedule Tweet at [date/time]**.
- Tip:** View and edit your scheduled Tweets by adding a **Scheduled** column. Read about [adding columns](#) to your TweetDeck.

2.

BUFFER

If you're mostly concerned with scheduling and are not interested in Tweetdeck's host of other features, you could use an app called Buffer instead.

If you're mostly concerned with scheduling and are not interested in Tweetdeck's host of other features, you could use an app called [Buffer](#) instead.



Open the composer and select your social accounts

To get started, click inside the box at the top of any of your Queues, which says **"What do you want to share?"**. This will open up the composer, which is where you can craft your post. From there, select (or deselect) the social accounts you'd like to include (or exclude) by clicking on the avatars at the top of the composer.

Create your content

Notes:

- **Link shortening:** Any links you paste into the composer will be automatically shortened, using the buff.ly link shortener by default. [Learn more here.](#)
- **Twitter Mentions:** To mention a Twitter account in your post, simply type in the @ symbol and start typing the first few letters of the Twitter account you'd like to mention. Matching results will be returned and you can click on the account you'd like to include. [Learn more here.](#)
- **Hashtags:** You're able to include hashtags in your posts for any social network and they will be hyperlinked once published.

Schedule your posts

- Once your posts are ready, you'll have a few scheduling options:
- **Add to Queue (default):** Your posts will be added to the next available time slots from your Posting Schedules (this is usually the bottom of your Queue). [Learn more here.](#)
- **Share Next:** Your posts will be saved at the top of your Queues and be the next ones to be published. Other posts in your Queues will be bumped down one time slot. *This option is only available on our Pro and Business Plans.*
- **Share Now:** Your posts will be published immediately, essentially skipping the

Queue.

- **Schedule Post:** You will be able to choose a custom date and time in the future for the posts to be shared. [Learn more here.](#)



#YSJ10DoT

So there are a range of ways to stay on top of all the information that's being shared with you by the people you follow. **Choose one that looks useful to you**, and experiment with it! Let us know how you get on using the hashtag [#YSJ10DoT](#).