# **Google My Business essentials checklist**



# **Basic profile**

The minimum requirements for a visible profile

- Name
- Location (or service area)
- Opening hours
- ☐ Company URL (or create a Google My Business website)
- ☐ Company category (one or more)
- ☐ Logo (250 x 250 pixels)

# **Pro tips**

More technical, but definitely worth the effort

- ☐ Create a short name and URL for your profile. This easy to share link will look like g.page/[yourcustomname]
- ☐ Add UTM parameters to your website URL to see the ranking in Google Search Console and traffic in Google Analytics
- ☐ To display social media accounts in your profile, add them clearly visible to your website itself (if possible using sameAs URLs in your Schema.org organization snippet)

#### **Profile extras**

Use these features to outperform your competition

- Outside, inside and product pictures
  - → JPG or PNG
  - → Recommended 720p x720 pixels
- Videos
  - $\rightarrow$  Up to 30 sec. (for sure up to 100MB)
  - → 720p resolution
- Posts
  - → Updates, offers, products and events
- ☐ Appointment URL directly to the page on your website

### What's next

Actively keep your profile up-to-date and monitor results

- ☐ Actively asks customers for a review on Google
- ☐ Respond to each review
- ☐ Install <u>Google My Business messaging</u> to directly communicate with customers (respond within 24 hours)
- ☐ Review pictures uploaded by customers and flag if undesirable
- ☐ Analyse photos, posts and performance of similar companies