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Schedule a Blog Post

Mavilyn Carlos - 2026-07-24 - [Blogging](#)

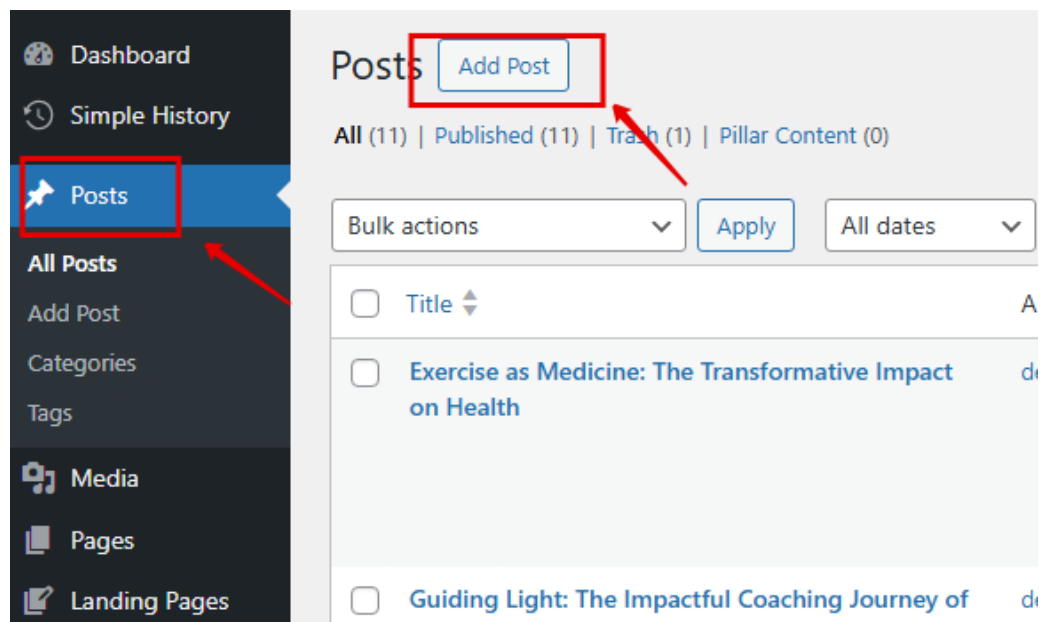
Scheduling posts in WordPress allows you to plan content ahead of time and publish automatically at a specific date and time. This is especially helpful for maintaining consistency, managing campaigns, or preparing content in advance.

Step 1: Log In to Your WordPress Dashboard

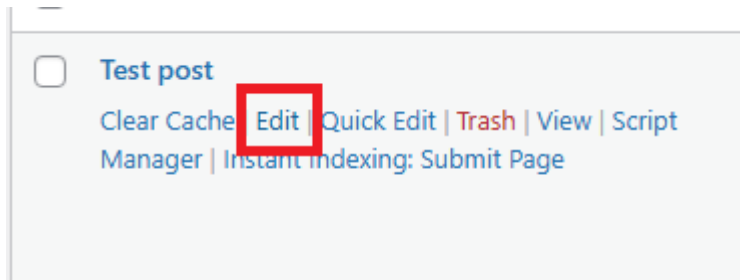
Go to your WordPress admin login page and sign in using your username and password. Once logged in, you will land on the WordPress dashboard.

Step 2: Create a New Post or Open an Existing One

- To create a new post, click **Posts** in the left-hand menu, then select **Add Post**.



- To schedule an existing post, click **Posts**, find the post you want, and click **Edit**.

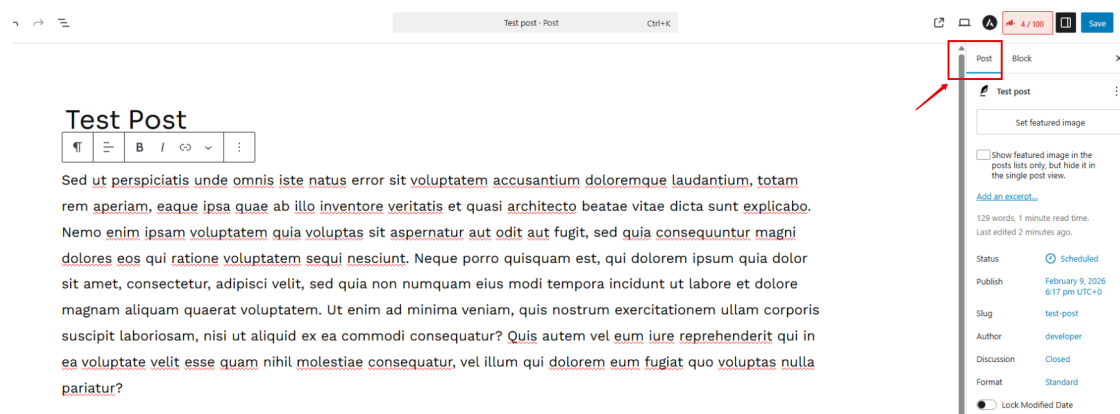


Step 3: Add Your Content

[Write your post content as usual.](#) Add a title, text, images, links, and any other elements you need before scheduling the post.

Step 4: Open the Post Settings Panel

On the right side of the editor, locate the **Post** settings panel. This is where publishing and scheduling options are managed.



Step 5: Set the Publish Date and Time

1. Click the **Draft** option under the **Status** section:

Post

Block

×

 No title 

Set featured image

☐ Show featured image in the posts lists only, but hide it in the single post view.

[Add an excerpt...](#)

Last edited a second ago.

Status

 Draft

Publish

Immediately

Slug

13325

Author

developer

Discussion

Closed

Format

Standard

☒ Lock Modified Date

2. New options will appear. Choose **Scheduled**:

tium, totam
unt explicabo.
intur magni
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re et do
ullam c
renderit
volupta

Status & visibility

☐ Draft
Not ready to publish.

☐ Pending
Waiting for review before publishing.

☐ Private
Only visible to site admins and editors.

☒ Scheduled
Publish automatically on a chosen date.

☐ Published
Visible to everyone.

Publish

TIME
06 : 17 AM PM UTC+0

DATE
09 February 2026

Test post

Set featured image

☐ Show featured image in the posts lists only, but hide it in the single post view.

[Add an excerpt...](#)

129 words, 1 minute read time.
Last edited 2 minutes ago.

Status

Scheduled

Publish

February 9, 2026
6:17 pm UTC+0

Slug

test-post

Author

developer

Discussion

Closed

Format

Standard

☐ Lock Modified Date

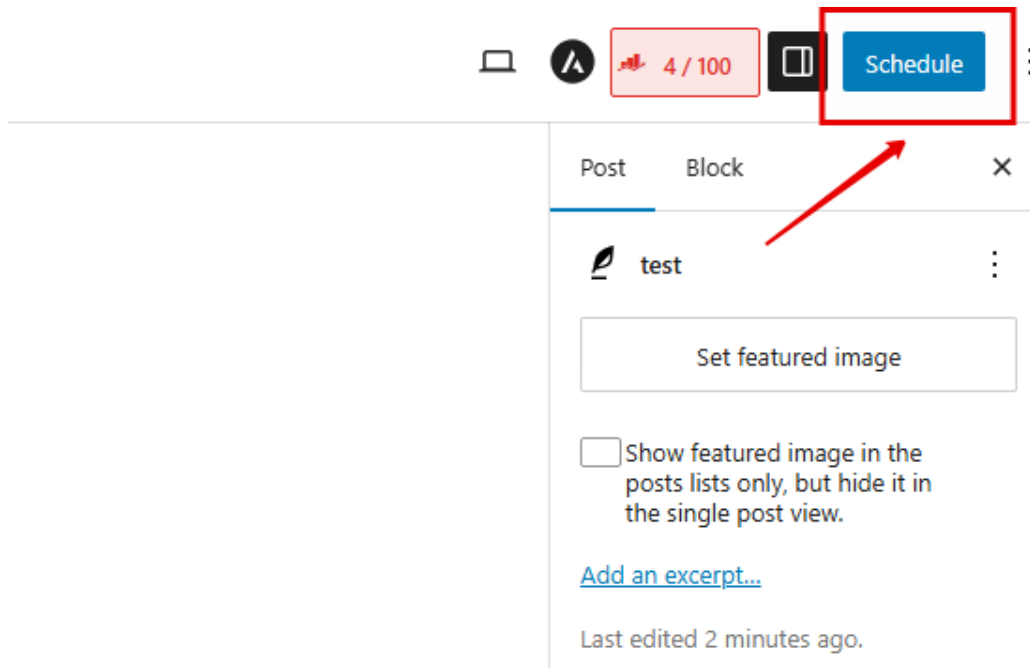
Move to trash

Categories

☒ Gym News

☐ Business

3. Select the date and time you want the post to go live.
4. Click **Schedule** to save your settings.



Make sure the time zone in your WordPress settings matches your intended publish time. If you are not sure where this should be set up, contact us at hello@usekilo.com.

Your post is now scheduled and will be published automatically at the selected time.

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