| 1. Set up and access |
|--|
| ☐ Switch to Creator or Business account. |
| ☐ Post at least 1 public video to unlock analytics. |
| \square On mobile: Menu (\equiv) \rightarrow Creator Tools / Business Suite \rightarrow Analytics. |
| \square On desktop: TikTok Studio or Business Suite \rightarrow Analytics. |
| |
| 2. Core metrics to track |
| ☐ Video Views – Baseline reach. |
| ☐ Engagement – Likes, comments, shares. |
| ☐ Profile Views – Shows curiosity & intent. |
| ☐ Follower Growth – Track over time. |
| ☐ Total Play Time & Avg Watch Time – Hook strength & pacing. |
| ☐ Completion Rate – Retention quality. |
| ☐ Traffic Sources – For You, Following, search, etc. |
| ☐ Audience Territories & Demographics – Market targeting. |
| |

☐ **Active Times** – Post when audience is online.

3. LIVE metrics (if you go LIVE) ☐ Duration & Peak Viewers. ☐ Likes & Diamonds earned. ☐ Follower gains during live. 4. Business account extras ☐ Link Taps & Website Clicks. ☐ Conversions (via TikTok Pixel). ☐ Audience Overlap with ads. ☐ Paid Metrics: ☐ CTR: Aim for 1–3% (TopView/Brand Takeover: 7–16%). ☐ CVR: 2–5% healthy range. ☐ CPC: \$0.50-\$1.00 average. ☐ CPM: \$3-\$10 average. \square ROAS: 1.4–1.7x baseline, 2–3x strong.

5. Optimize and improve

6.

| ☐ Compare top videos – hooks, sounds, timing. |
|---|
| ☐ Post during peak audience times. |
| ☐ Adjust content if watch time drops early. |
| ☐ Use trending sounds & hashtags from TikTok Creative Center. |
| ☐ Pair organic & paid data to see full funnel impact. |
| |
| Reporting |
| ☐ Export from TikTok Studio or Business Suite. |
| ☐ Include KPIs, trends, top posts, and audience insights. |
| ☐ Use visuals: charts, heatmaps, thumbnails. |
| ☐ Always add action items (what to do next). |