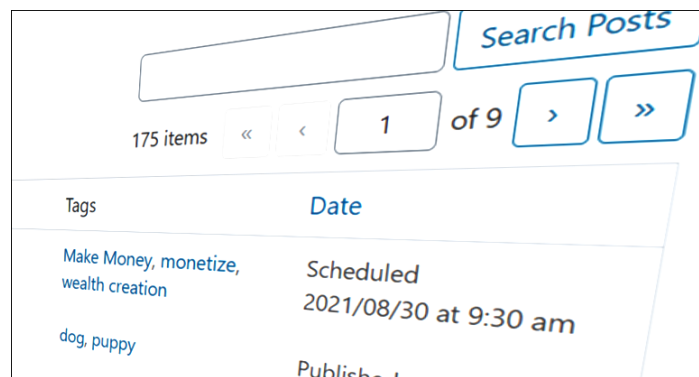


How To Schedule Posts In WordPress

How To Schedule Posts In WordPress

WordPress Training



Having an effective **content marketing plan** to grow your business online will most likely require developing, implementing, and maintaining a regular content publishing schedule.

Publishing new content on a regular basis helps you get more of your sites' pages indexed by search engines, drive new visitors to your business, and help you generate leads and sales.

There may be instances, however, when you don't necessarily want your content to appear on your site immediately after hitting the publish button.

This is where being able to schedule your content ahead of time comes in handy.

Wouldn't it be great if you could just add a whole bunch of content to your site and then have it all be automatically "drip-fed" to your readers, so they get to read one new post each day/week, every few days, or during special times of the year?

With WordPress, you can! You can set a specific date or time to publish your content and WordPress will then automatically publish or republish it on that exact date and time.

This tutorial covers the benefits of content scheduling, how to schedule posts in WordPress to publish later, and time-saving tips on ways to automate and handle scheduled content.

Note: Make sure you're familiar with the tutorials below. These will help you get the most out of this lesson:

Benefits Of Scheduling Content

WordPress not only lets you easily create, edit, and publish posts and pages, but you can also change your posts' publishing dates and times.

You can schedule posts to publish in the future or backdate your post to display a prior publishing date for your content.



The ability to backdate posts is useful if, for example, you've been away traveling and want to publish a "travel diary" so that your post dates match the narrative or account of your day-to-day events.

Another use for backdating your posts is to give a brand-new site the feel of being more established.

Alternatively, if you're planning to launch a brand new site, you can add a bunch of posts to your site and set all content to start publishing at regular intervals after everything is set up and configured and your site goes live.

Some of the benefits and applications of the content scheduling feature of WordPress include the following:

1. Create A Regular Content Publishing Schedule

The scheduling feature allows you to create and maintain a regular content publishing schedule even while you are away or unavailable.

For example, let's say that you are traveling overseas and would like to publish posts or announcements on your blog for an audience that lives in your country.

You would like posts to be published at a certain time of the day while you are away, but due to time differences, it would mean staying up late at night or getting up at an odd hour of the morning to hit the publish button.

With the scheduling feature, you can just set your posts to go live on the days you want to publish, and while you're asleep.

2. Publish Content On Special Days Of The Year

Want to publish posts to coincide with a special Holiday, season, special event, or annual sale? With the content scheduling function, you can.

Just get your content written earlier and queue it for publishing on that special date.

3. Republish Old Posts

You can update a post that you have previously published and schedule it to automatically republish at a specific time/date in the future.

This lets you reuse content that is relevant for certain times of the year (e.g. republishing a post about setting New Year's resolutions every January) or bring back old but useful posts that got buried by other content on your blog.

4. Bulk Write Content, Then Drip Feed

With the scheduling feature, you can create a whole bunch of content in one go then publish it over time.

For example, let's say that you decide to set one day aside each week to create a whole week's worth of content for your site or outsource your content writing to freelance writers who deliver you many articles once a month, but you don't want to publish all the new content at once.

Membership plugins also use the scheduling feature to drip-feed content over time inside a membership area.

Step-By-Step Tutorial: How To Schedule Posts (And Pages) In WordPress

With WordPress, you can set posts (and pages) to publish at any given date and time.

You can also change the date and time of a draft or published post or page using the scheduling feature.

You can schedule posts and pages to publish:

1. From your Table of Posts using the **Quick Edit feature**
2. While creating new posts or editing existing posts using the **WordPress Classic Editor** or the **WordPress Block Editor**.

Let's go through each of these methods.



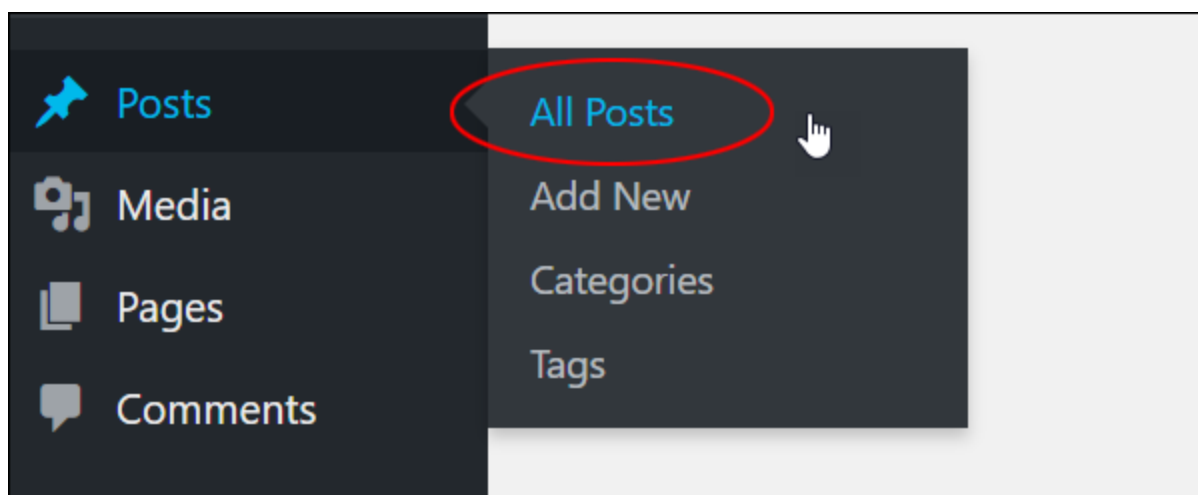
As the process for scheduling posts and pages is the same, we'll just refer to "posts" in this tutorial. Also, there is no difference in how you schedule posts and pages when using the WordPress Classic Editor or the WordPress Block Editor.

The screenshots in this tutorial use the WordPress Classic Editor.

How To Schedule Posts (And Pages) In WordPress Using The Quick Edit Feature

Use this method to schedule draft posts for publishing later.

To schedule posts in WordPress using the Quick Edit feature, log into your WordPress admin area and select **Posts > All Posts** from your main menu.



Select All Posts from the Posts menu.

In the **Posts** screen, locate the post you want to edit, then hover over the post title to display the options menu and click on **Quick Edit**.

Posts [Add New](#)

All (175) | Published (161) | Drafts (11) | Pending (2) | Private (1) | Trash (1)

Bulk actions All dates

<input type="checkbox"/>	Title	Author	Categories
<input type="checkbox"/>	How To Make Money In Your Sleep — Draft	Bob Writer	Business
	Edit Quick Edit Trash Preview		

Click on Quick Edit.

The Quick Edit inline editor will expand to display all of the options available for editing the post.

QUICK EDIT

Title:

Slug:

Date: 2020 at :

Author:

Password: -OR- Private

Categories:

- Business
- Copywriting
- Customer Service
- Digital
- Finance

Tags:

Allow Comments Allow Pings

Status: Make this post sticky

Quick Edit settings.

Locate the **Date** section.

QUICK EDIT

Title:

Slug:

Date: 2020 at :

Author:

Password: -OR- Private

Categories:

- Business
- Copywriting
- Customer Service
- Digital
- Finance

Tags:

Allow... Status:

Change date & time

Let's change the date and time of this post.

Set the date and time to publish your post by selecting options from the dropdown menu and changing or entering new values in the date/time fields.

QUICK EDIT

Title: How To Make Money In Your Sleep

Slug: make-money-in-your-sleep

Date: 08-Aug 30, 2020 at 09:30

Author: [dropdown]

Password: [input] -OR- Private

Categories:

- Business
- Copywriting
- Customer Service
- Digital
- Finance

Tags: [input] Make M

Buttons: Cancel, Help K, Let's B

Table:

New Venture	admin	Digital
House Bug House	admin	Digital

Annotations: Red arrows point to '08-Aug' (Month), '30' (Day), '2020' (Year), '09' (Hour), and '30' (Minutes).

Change these values to schedule your post.

For this example, we'll schedule the post to publish at a later date by changing the post creation timestamp date to the following year.

QUICK EDIT

Title: How To Make Money In Your Sleep

Slug: make-money-in-your-sleep

Date: 08-Aug 30, 2021 at 09:30

Author: Bob Writer

Password: [input] -OR- Private

Categories:

- Business
- Copywriting
- Customer Service
- Digital
- Finance

Tags: [input] Make M

Buttons: Cancel

Annotation: Red box around the date field and red arrow pointing to the text "Post scheduled to publish at a later date".

Change the date and time settings to publish your post at a later date.



To schedule a post in the PM, you will need to use the 24-hour clock. For example, to display 1:00 PM enter 13:00 in the Post Scheduling section.

The time your post will publish will depend on the location settings specified in your **Settings > General** area.

Your post will remain set to *Draft* or *Pending Review* unless you change the Post Status to **Published**.

To schedule your post change your Post Status to Published.

Remember to click the **Update** button to save your new post settings.

Click the Update button to save and schedule your post.

Your post will now show as being 'Scheduled' in the Table of Posts.

<input type="checkbox"/>	Title	Author	Categories	Date
<input type="checkbox"/>	How To Make Money In Your Sleep — Scheduled	Bob Writer	Business	Scheduled 2021/08/30 at 9:30 am

Scheduled post

Table of Posts – Scheduled Post status.

Your post will also show as being 'Scheduled' in the **Quick Edit > Status** section.

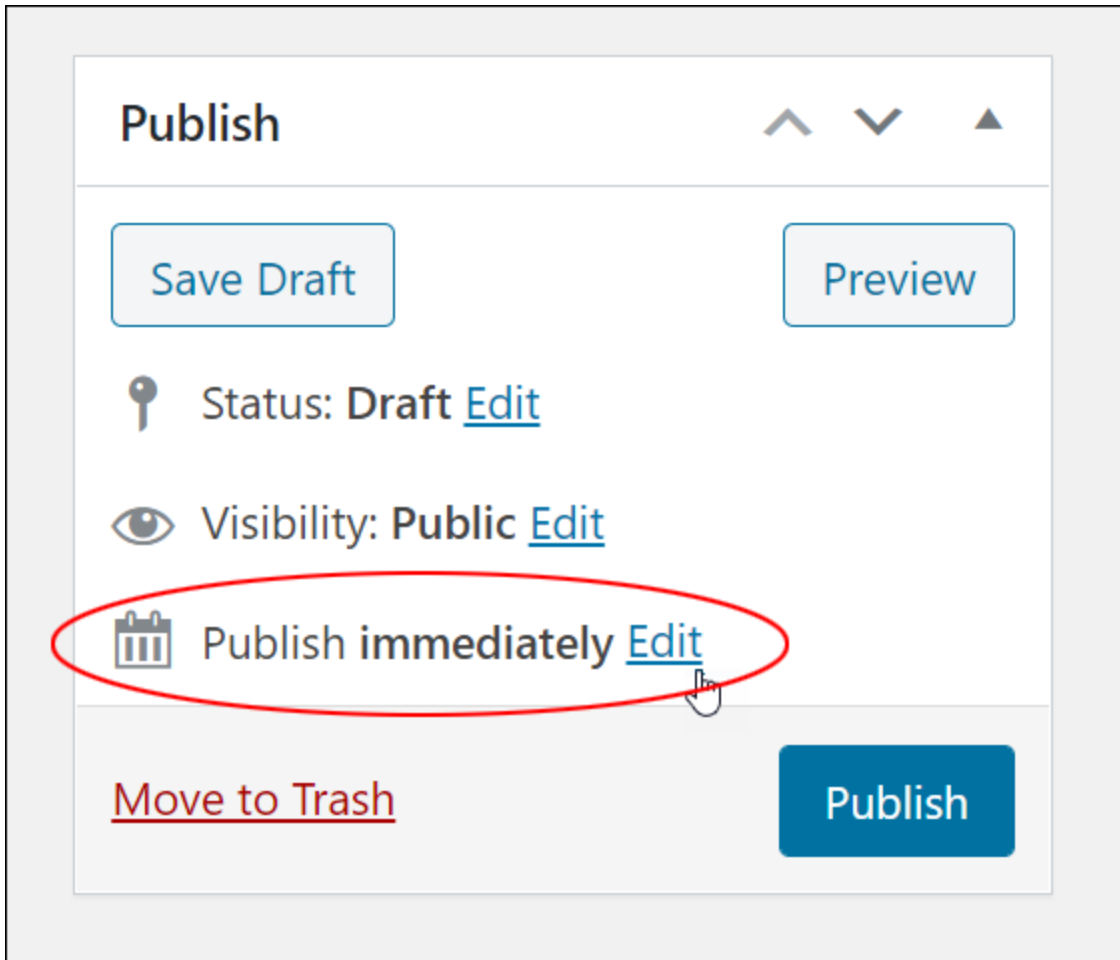
The screenshot shows the WordPress Quick Edit interface for a post titled "Make Money In Your Sleep". The post is currently in "Scheduled" status, which is highlighted with a red oval. The "Categories" section includes "Business" (checked), "Copywriting", "Customer Service", "Digital", and "Finance". The "Tags" section includes "Make Money, monetize, wealth creation", "Allow Comments" (checked), "Allow Pings" (checked), and "Make this post sticky" (unchecked). The "Status" dropdown menu is set to "Scheduled". A blue "Update" button is located in the bottom right corner.

Quick Edit – Status: Scheduled.

How To Schedule New Posts (And Pages) In WordPress

Use this method to schedule draft posts for publishing later.

If you are creating a new post, you can schedule your post to publish at a later date and time by clicking on the **Publish immediately > Edit** link.



Click on Edit to change the date and time of your post.

Change the date and time of your post and confirm your changes by clicking the **OK** button.

The image shows a 'Publish' dialog box with the following elements:

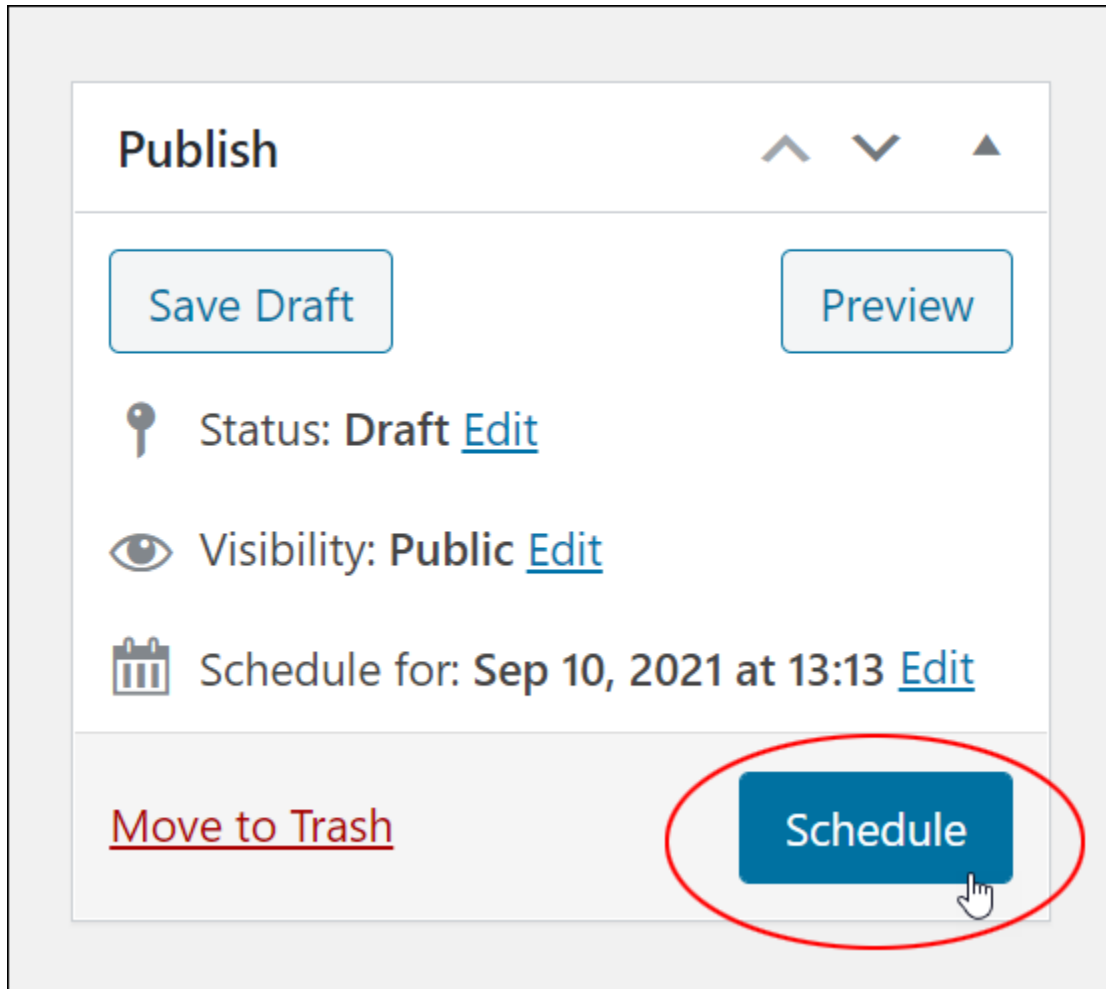
- Buttons: 'Save Draft' and 'Preview'.
- Status: 'Status: Draft [Edit](#)'.
- Visibility: 'Visibility: Public [Edit](#)'.
- Publishing options: 'Publish immediately' with a calendar icon.
- Date and time: '09-Sep', '10', '2021' at '13:13'.
- Confirmation: 'OK' and 'Cancel' buttons.
- Footer: 'Move to Trash' and 'Publish' buttons.

Annotations:

- A red arrow points from the text 'Change date & time' to the date and time fields.
- A red circle highlights the 'OK' button, with a hand cursor icon over it.

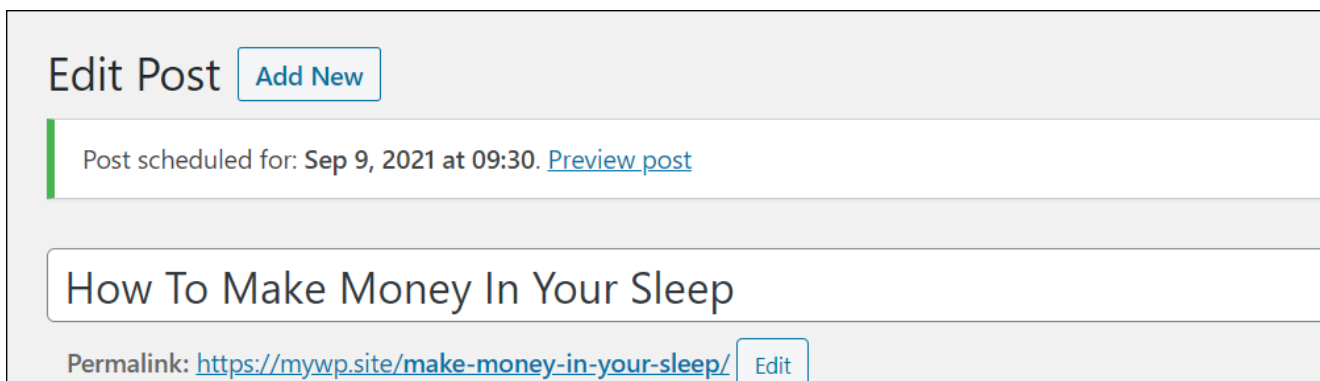
Confirm your date and time changes.

This will change the Publish button to Scheduled. Click the **Schedule** button to save and update your post settings.



The Publish button is now changed to Schedule.

Your post status will change to Scheduled and will automatically publish on the date and time you have specified in the Publish box.



Post scheduled status confirmed.

Your Table of Posts will also show the post status as scheduled.

Posts [Add New](#) Screen Options ▾ Help ▾

All (175) | [Published \(161\)](#) | [Scheduled \(1\)](#) | [Drafts \(10\)](#) | [Pending \(2\)](#) | [Private \(1\)](#) | [Trash \(1\)](#) Search Posts

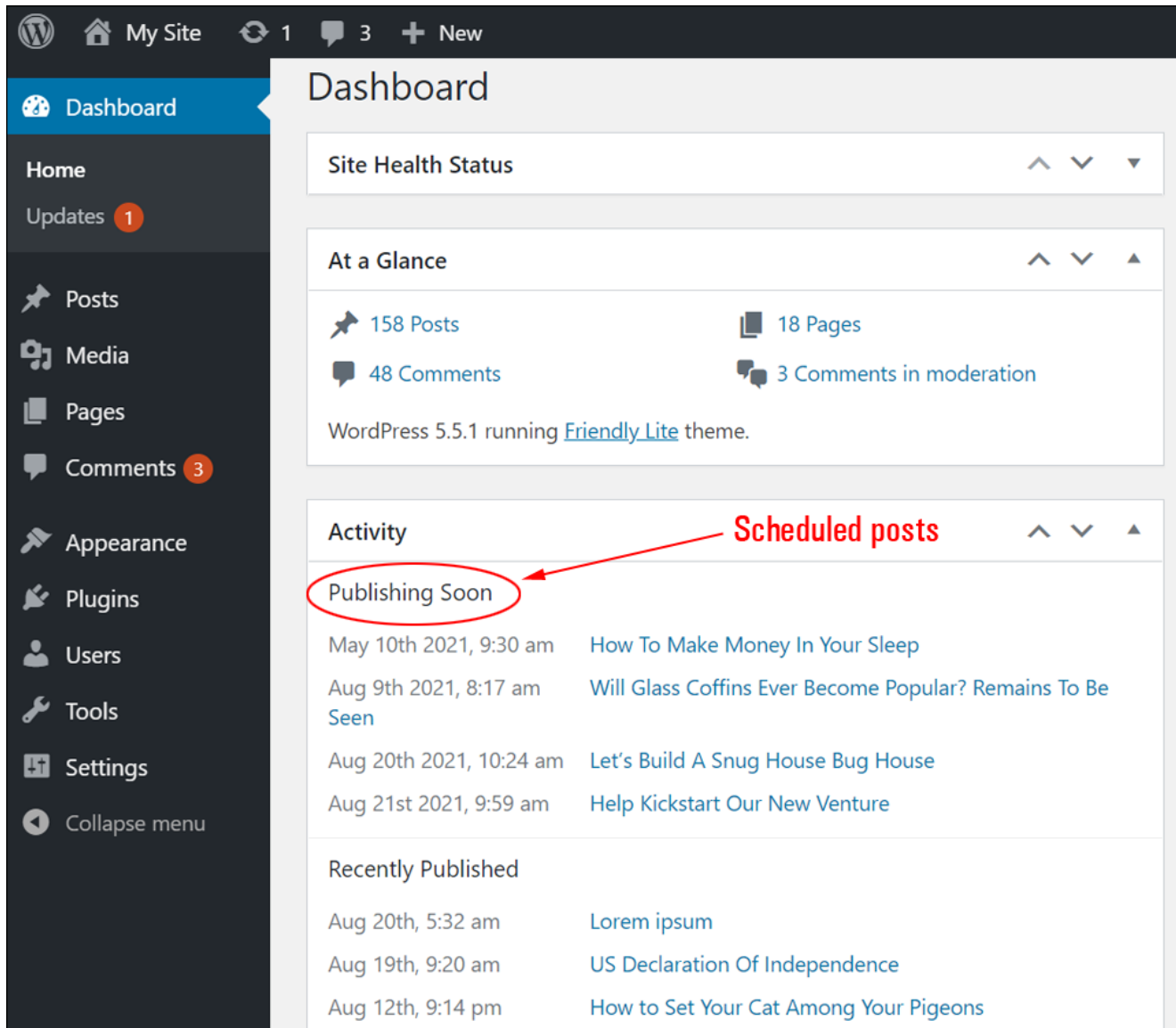
Bulk actions ▾ [Apply](#) All dates ▾ All Categories ▾ All formats ▾ [Filter](#) 175 items << < 1 of 9 > >>

<input type="checkbox"/>	Title	Author	Categories	Date
<input type="checkbox"/>	How To Make Money In Your Sleep — Scheduled	Bob Writer	Business	Scheduled 2021/05/10 at 9:30 am
<input type="checkbox"/>	Help Kickstart Our New Venture	admin	Digital	Published 2020/08/21 at 9:59 am

Table of Posts.



You can see which scheduled posts are queued for publishing in the **Activity** panel of your **WordPress Dashboard**.



See all Publishing Soon posts in your WordPress Dashboard's Activity panel.

How To Republish Existing Posts (And Pages) In WordPress

In some instances, you may want to republish an old post. If so, you can reschedule your post to publish again at a later date by editing your existing post, changing the date and time to create a future timestamp, and then clicking the **Schedule** button (if you don't change the date or time, you will simply update your existing post).

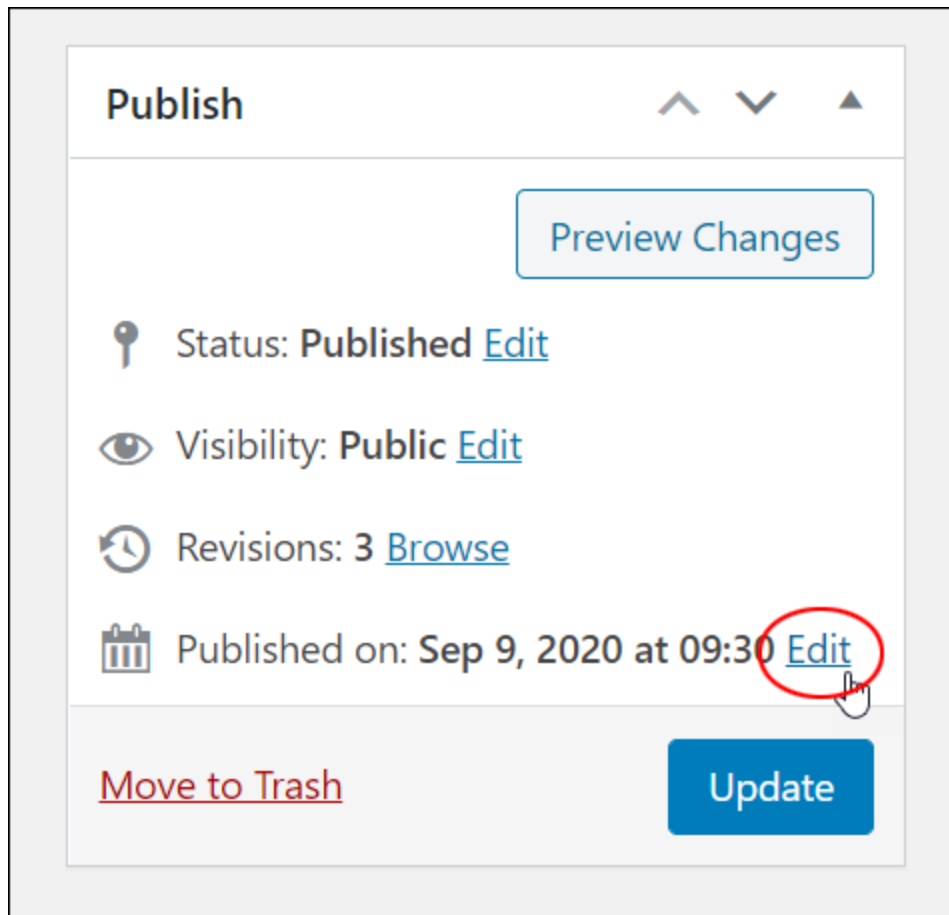
Use this method to republish existing posts and pages at a later time and send posts to the top of your **Blog Page**.

When the scheduled time arrives, the post will jump from its current place in your timeline to the most recent spot on your blog and display the new date and time.

The post link will also be updated to reflect the new publication date.

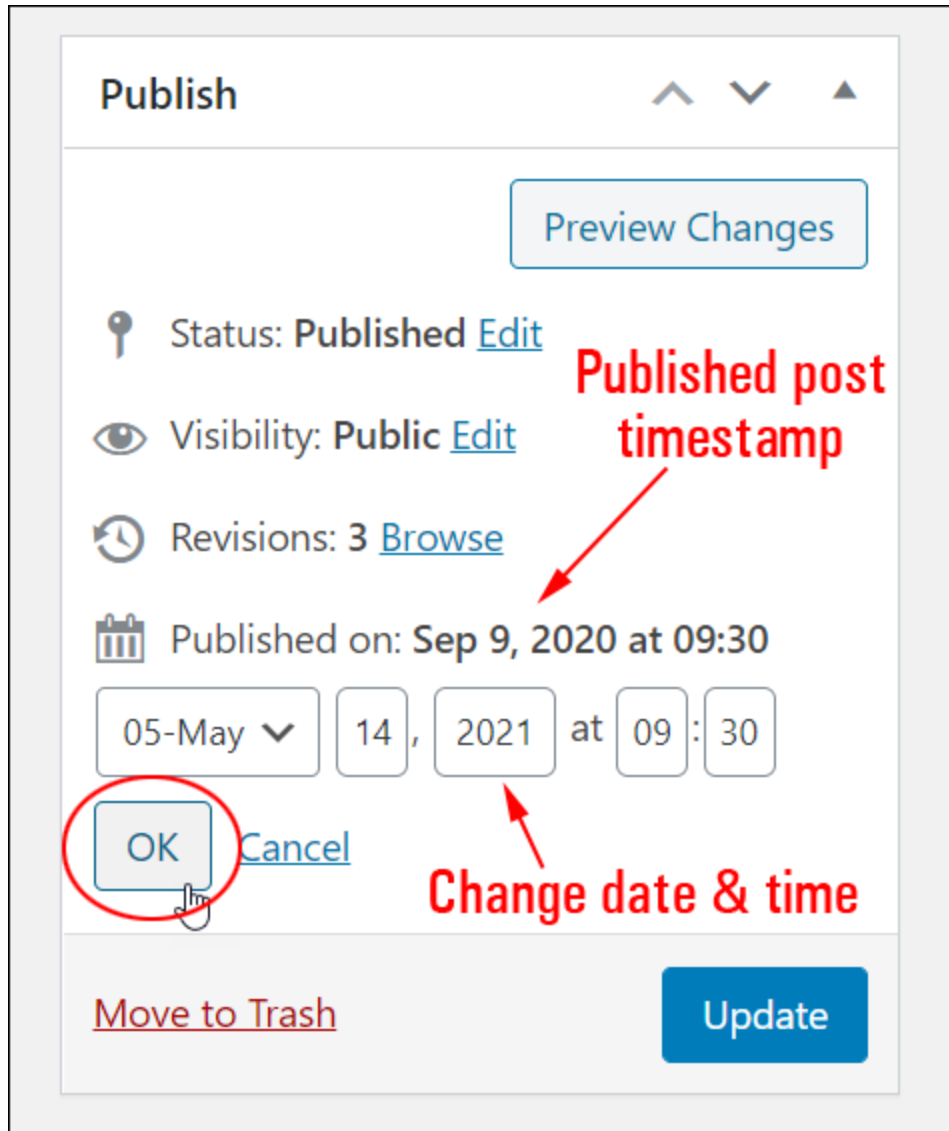
Let's look now at how to republish existing posts and pages in WordPress.

If you are editing an existing published post, you can schedule your post to be *republished* at a later date by clicking on the **Edit** link next to the **Published on:** section.



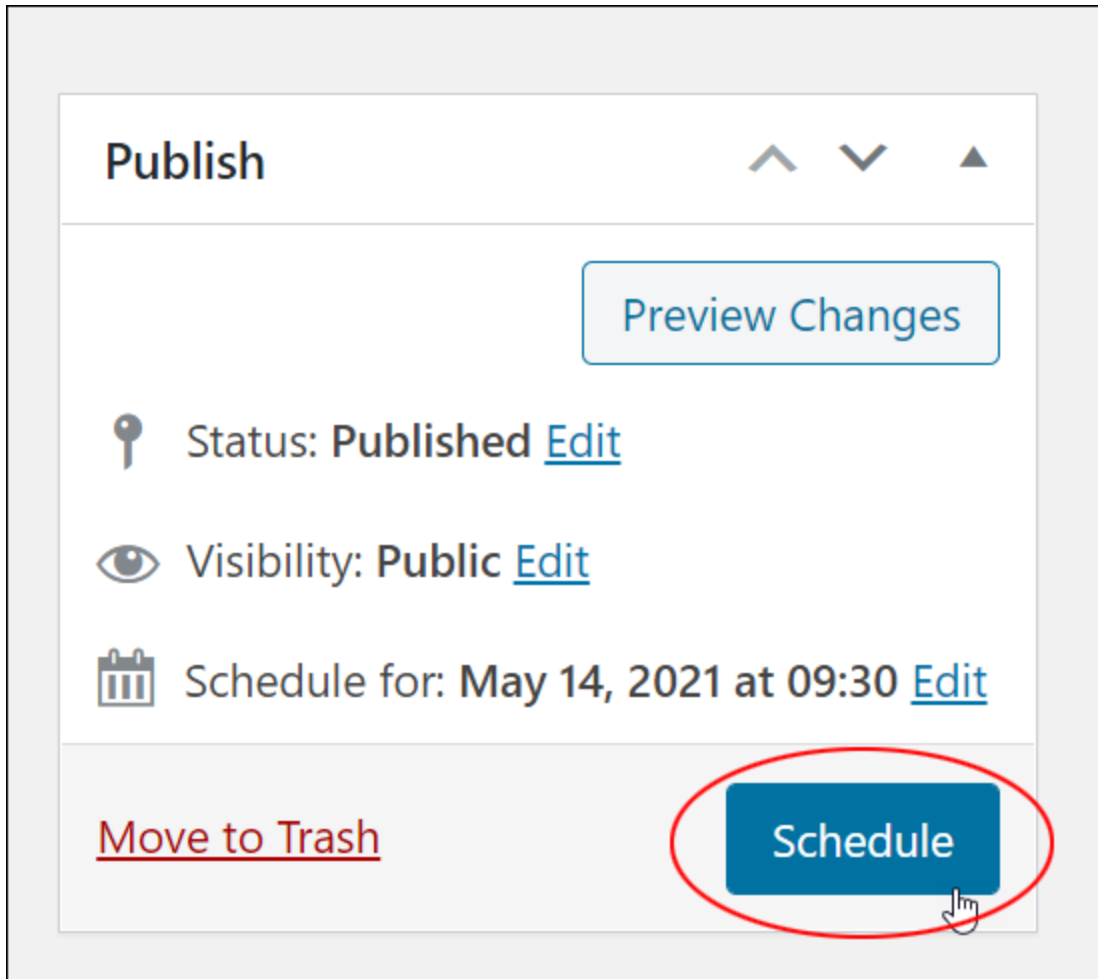
Let's republish this post at a later date.

Change the date and time settings of your post and click **OK** to confirm.



Update the date and time and confirm.

Click the **Schedule** button to resave and update your post.





Schedule your post to be republished.


Your post status will now show as being scheduled inside the **Post Edit > Publish** section.


Publish ^ v ▲

[Preview](#)

 **Status: Scheduled** [Edit](#)

 **Visibility: Public** [Edit](#)

 **Revisions: 3** [Browse](#)

 **Scheduled for: May 14, 2021 at 09:30**
[Edit](#)

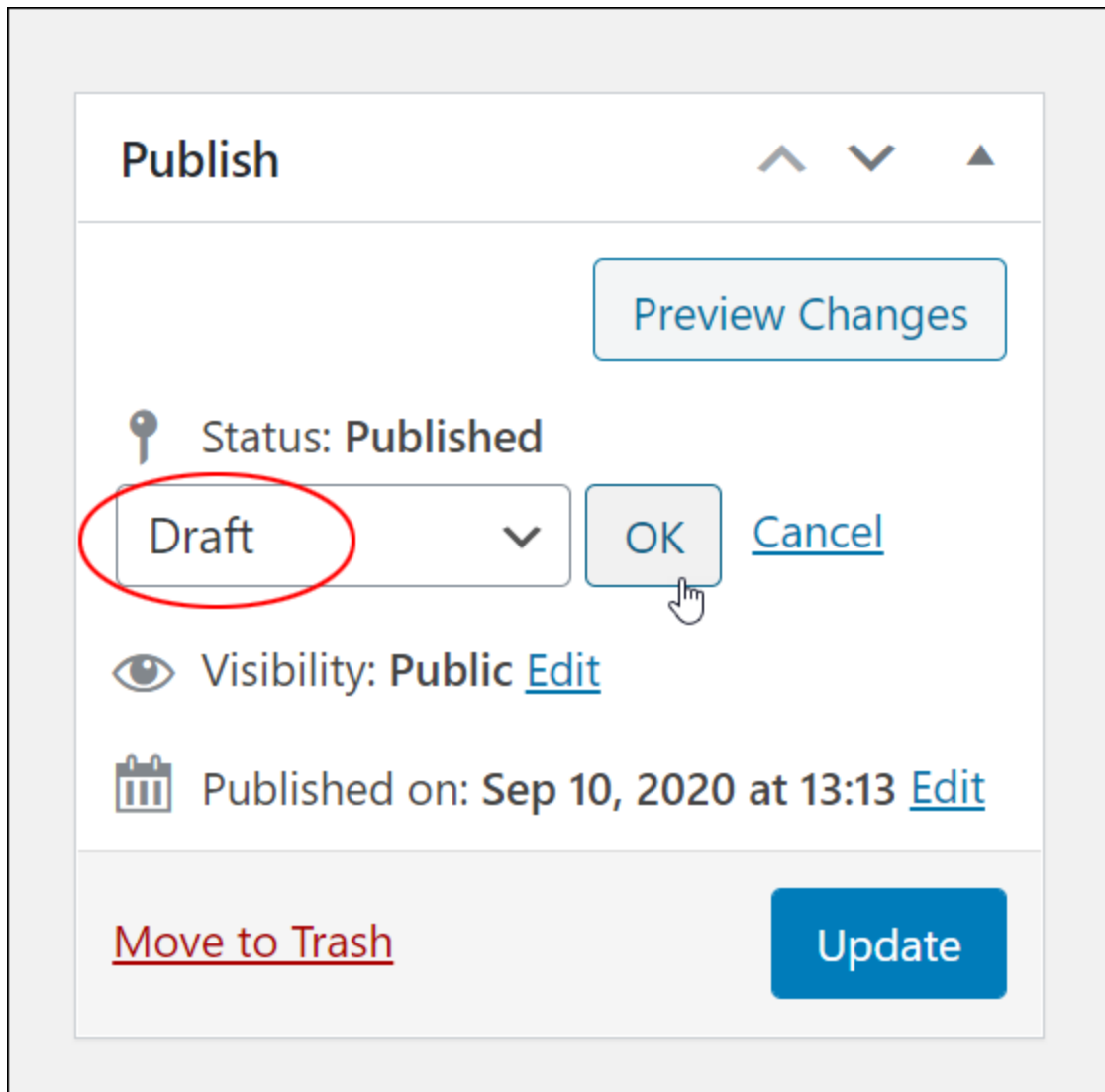
[Move to Trash](#) [Update](#)

Post status: Scheduled.



When you reschedule a post, it will not redistribute to your blog subscribers.

If you want to redistribute your post to your blog subscribers, then republish your post by changing the status of your post to **Draft**, clicking **Update**, and then clicking **Publish** again.

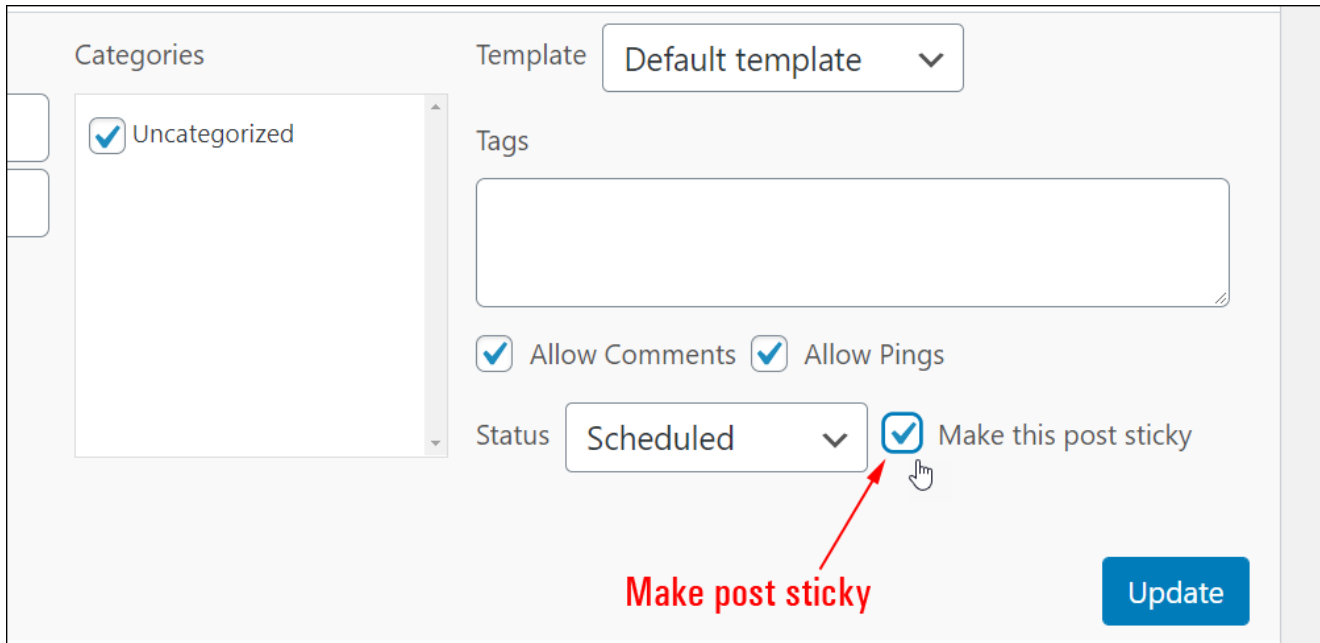


Change your post status to draft to republish your post.

When you do this, your post will immediately redistribute to your blog subscribers.

However, the publication date and time will remain the same, so the link and position of the post in your blog timeline will remain unchanged.

If you want to display a republished post at the top of your blog page without changing its date, just make it “sticky”.

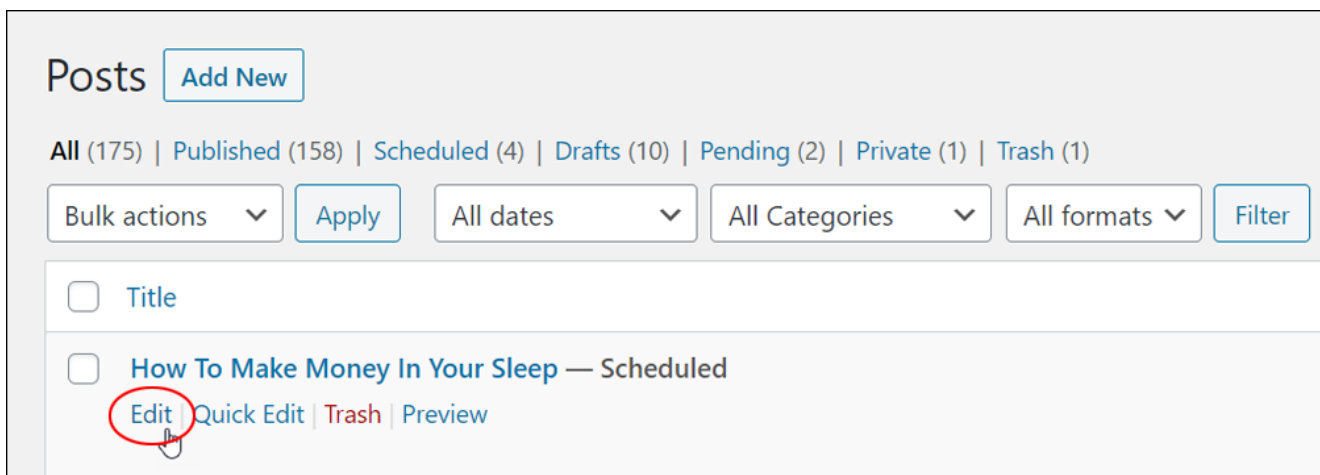


Make your post sticky to send it to the top of your blog page.

You can learn more about creating sticky posts in this tutorial: [How To Make WordPress Posts Sticky](#).

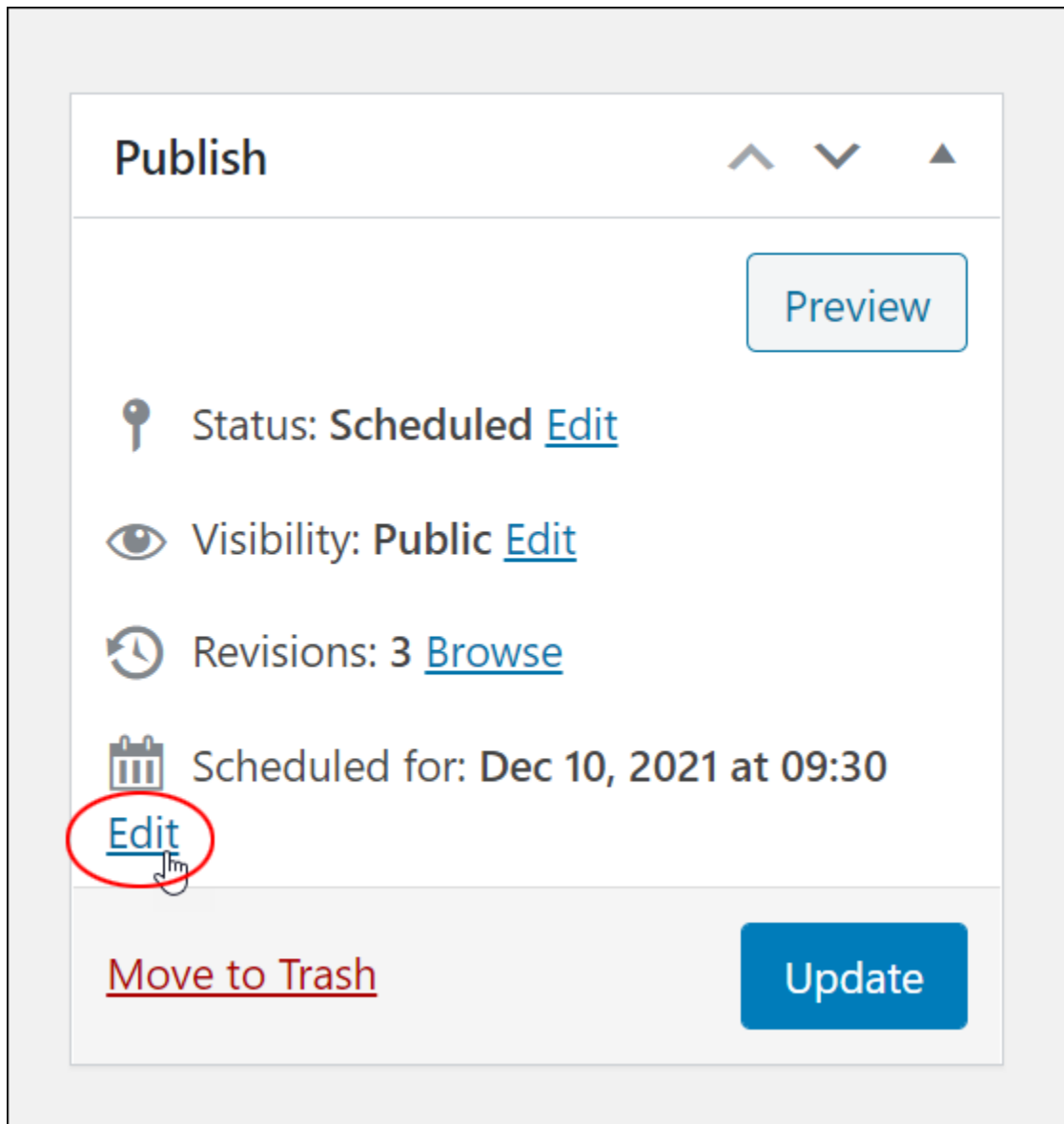
How To Unschedule A Post (Or Page) In WordPress

If you've scheduled a post or page in WordPress to publish at a future date, but then change your mind and decide to publish it immediately, just go back to the **Edit Post** screen of your scheduled post.



Click Edit to unschedule your post.

In the Publish box, click on the **Edit** link next to the date you have scheduled your post to publish.



Click the Scheduled for: Edit link.

Now, just enter today's date and time (*tip*: if you're not sure of the exact time just type in an hour or two earlier than the current time showing on your clock) as your scheduled post time and click **OK**.

Publish ^ v ▲

[Preview](#)

📌 Status: **Scheduled** [Edit](#)

👁️ Visibility: **Public** [Edit](#)

🕒 Revisions: **3** [Browse](#)

📅 Scheduled for: **Dec 10, 2021 at 09:30**

09-Sep ▼ 10 , 2020 at 09 : 30

[OK](#) [Cancel](#)

[Move to Trash](#) [Update](#)

Confirm your new settings.

Click the **Publish** button to unschedule your post.

Publish ^ v ▲

[Preview](#)

Status: **Scheduled** [Edit](#)

Visibility: **Public** [Edit](#)

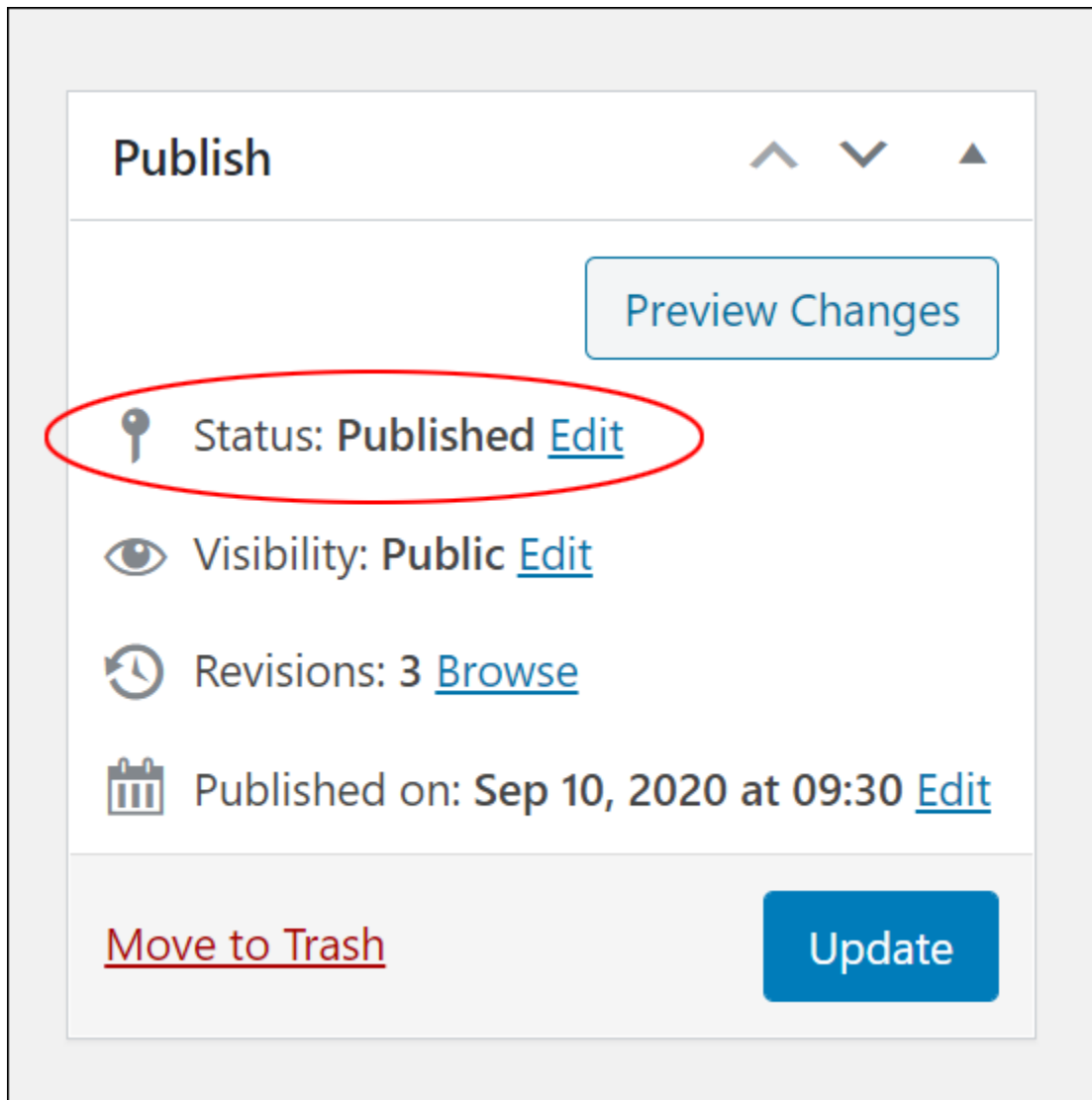
Revisions: **3** [Browse](#)

Publish on: **Sep 10, 2020 at 09:30** [Edit](#)

[Move to Trash](#) **Publish**

Click Publish.

Your post will unschedule and publish right away.



Your post is now published, not scheduled.

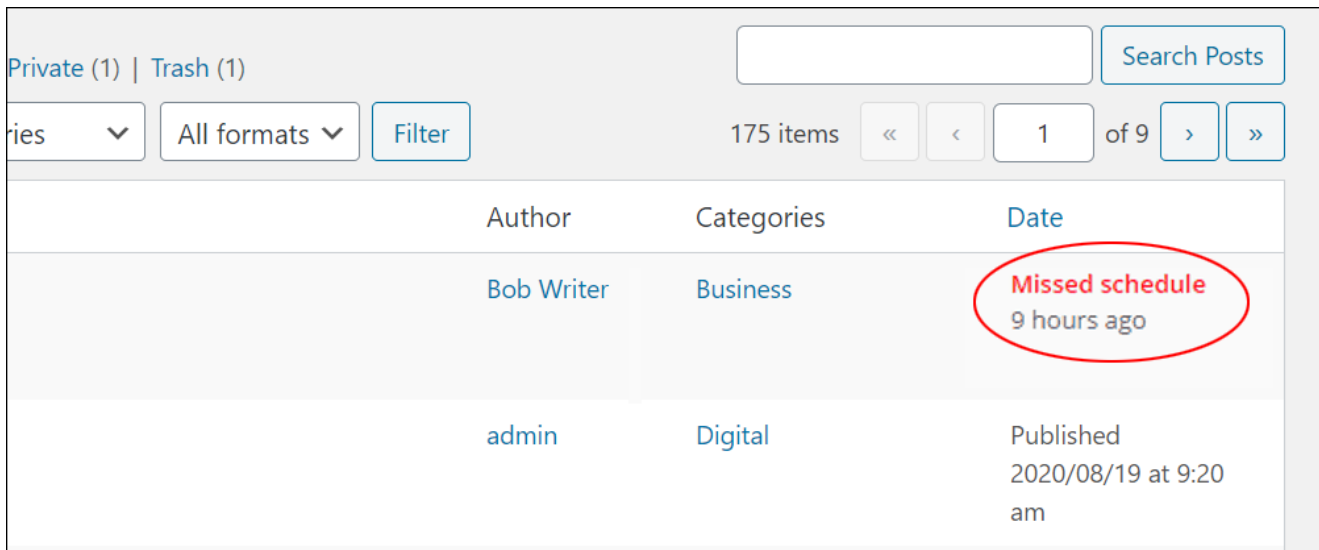
Troubleshooting Scheduled Posts

If your scheduled post failed to publish when the scheduled time arrived, check the following:

- Is your time zone set correctly in your **Settings > General** section?
- Check your Post Status. Did you save your post as a Draft instead of scheduling it?
- Did you remember to click the Schedule button after changing your post's date/time settings? For the post to publish, you must click the **Schedule** button.
- Did you schedule too many posts for publishing? Are you using bulk post scheduling plugins to queue up thousands of posts? Depending on your server resources, you could experience problems. If so, try reducing the number of scheduled posts and see if this fixes the problem.

Fixing "Missed Schedule" Posts

In addition to the above points, sometimes WordPress will just miss publishing a scheduled post.



The screenshot shows a WordPress post list interface. At the top, there are filters for 'Private (1) | Trash (1)', a search bar with 'Search Posts', and a 'Filter' button. Below the filters, it says '175 items' and shows pagination controls for '1 of 9'. The main table has columns for 'Author', 'Categories', and 'Date'. The first row shows a post by 'Bob Writer' in the 'Business' category with a 'Missed schedule 9 hours ago' notification circled in red. The second row shows a post by 'admin' in the 'Digital' category published on '2020/08/19 at 9:20 am'.

Author	Categories	Date
Bob Writer	Business	Missed schedule 9 hours ago
admin	Digital	Published 2020/08/19 at 9:20 am

This post missed its publishing schedule.

WordPress uses an internal script (called `wp-cron`) to automatically run scheduled tasks (called *cron jobs*), such as sending out emails, checking plugins and themes for updates, and scheduling posts and events.

In some situations, the `wp-cron` script is prevented from working, which can lead to posts missing their publication schedule and/or scheduled events not being executed.

This can be fixed with plugins, including some of the plugins described below.

Automate Post Scheduling With WordPress Plugins

There are plugins you can use to automate various aspects of publishing and scheduling content in WordPress. Let's go through some of the tasks and plugins:

Queuing Posts For Publishing

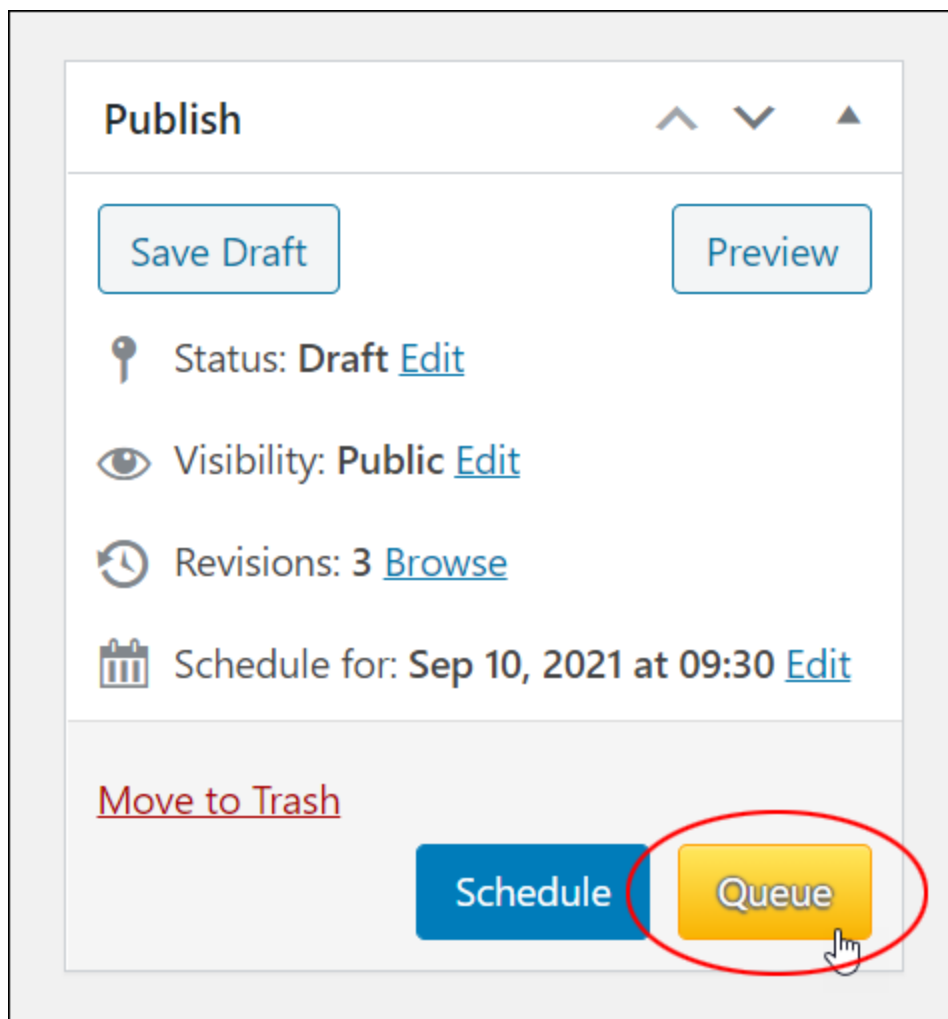
Queue Posts



Queue Posts

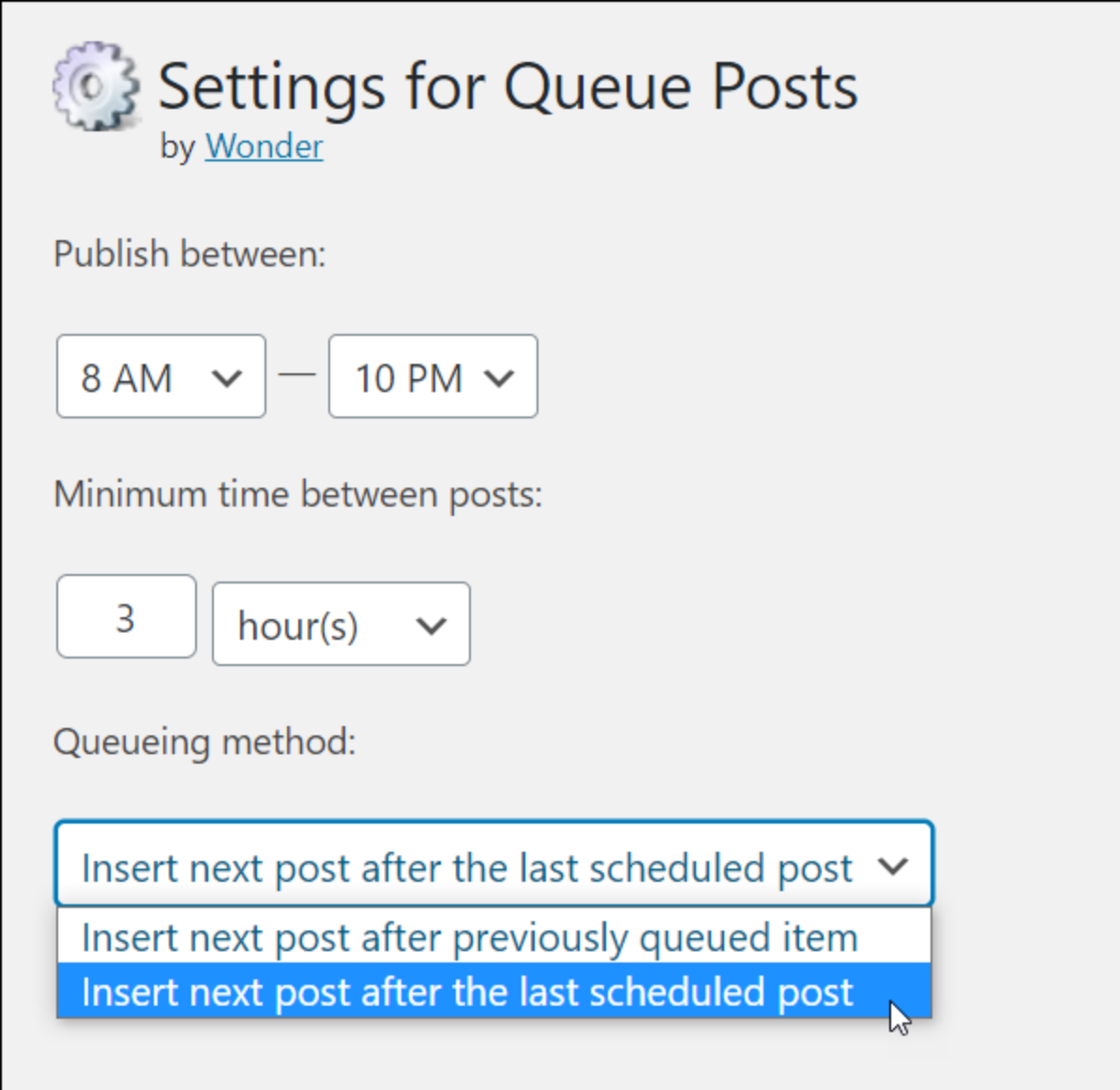
Queue Posts is a free plugin that lets you place new posts and pages in a queue for publishing later at a specified interval.

When you create a new post or page, the plugin gives you the option of queuing it for publishing later.



Queue button.

This is useful if you are scheduling multiple posts and would like these to be published in a specific order, or at specific times and intervals.



The screenshot shows the 'Settings for Queue Posts' interface. At the top left is a gear icon and the text 'Settings for Queue Posts by Wonder'. Below this, there are three sections: 'Publish between:' with two dropdown menus set to '8 AM' and '10 PM'; 'Minimum time between posts:' with a text input '3' and a dropdown menu set to 'hour(s)'; and 'Queueing method:' with a dropdown menu. The dropdown menu is open, showing three options: 'Insert next post after the last scheduled post' (selected and highlighted in blue), 'Insert next post after previously queued item', and 'Insert next post after the last scheduled post'.

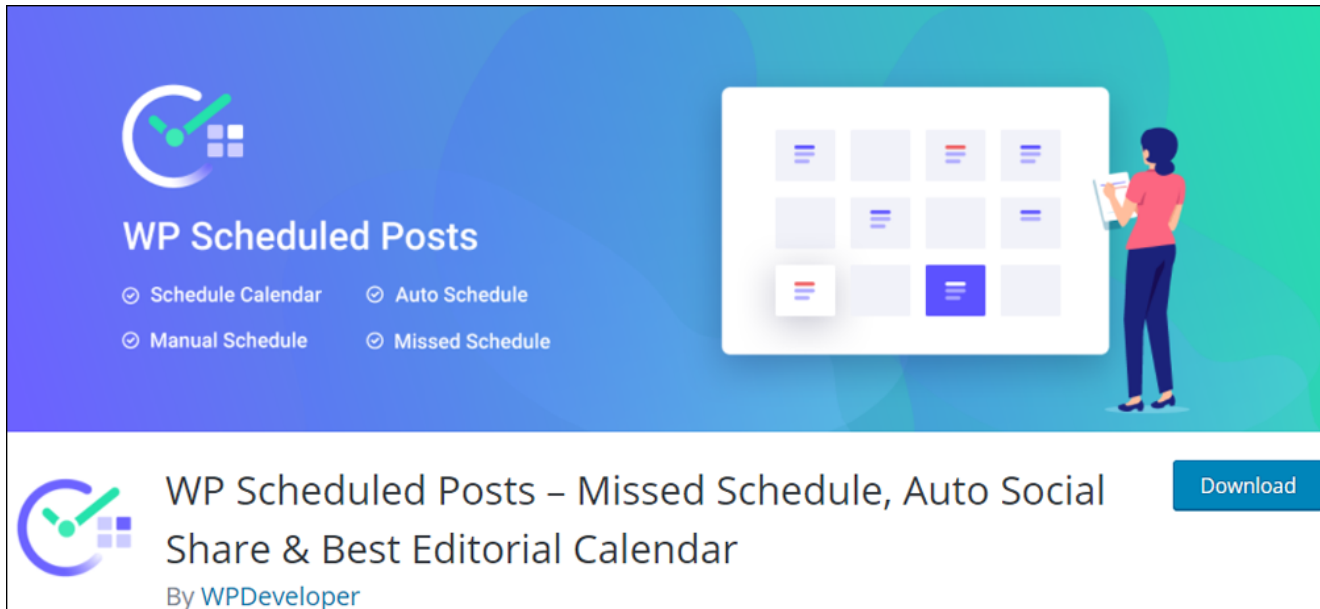
Queue Posts plugin settings.

To learn more about this plugin, go here: [Queue Posts](#)

Bulk Scheduling Posts

There are a number of WordPress plugins that are designed for “autoposting” or “autoblogging” content (adding content automatically to WordPress sites).

WP Scheduled Posts

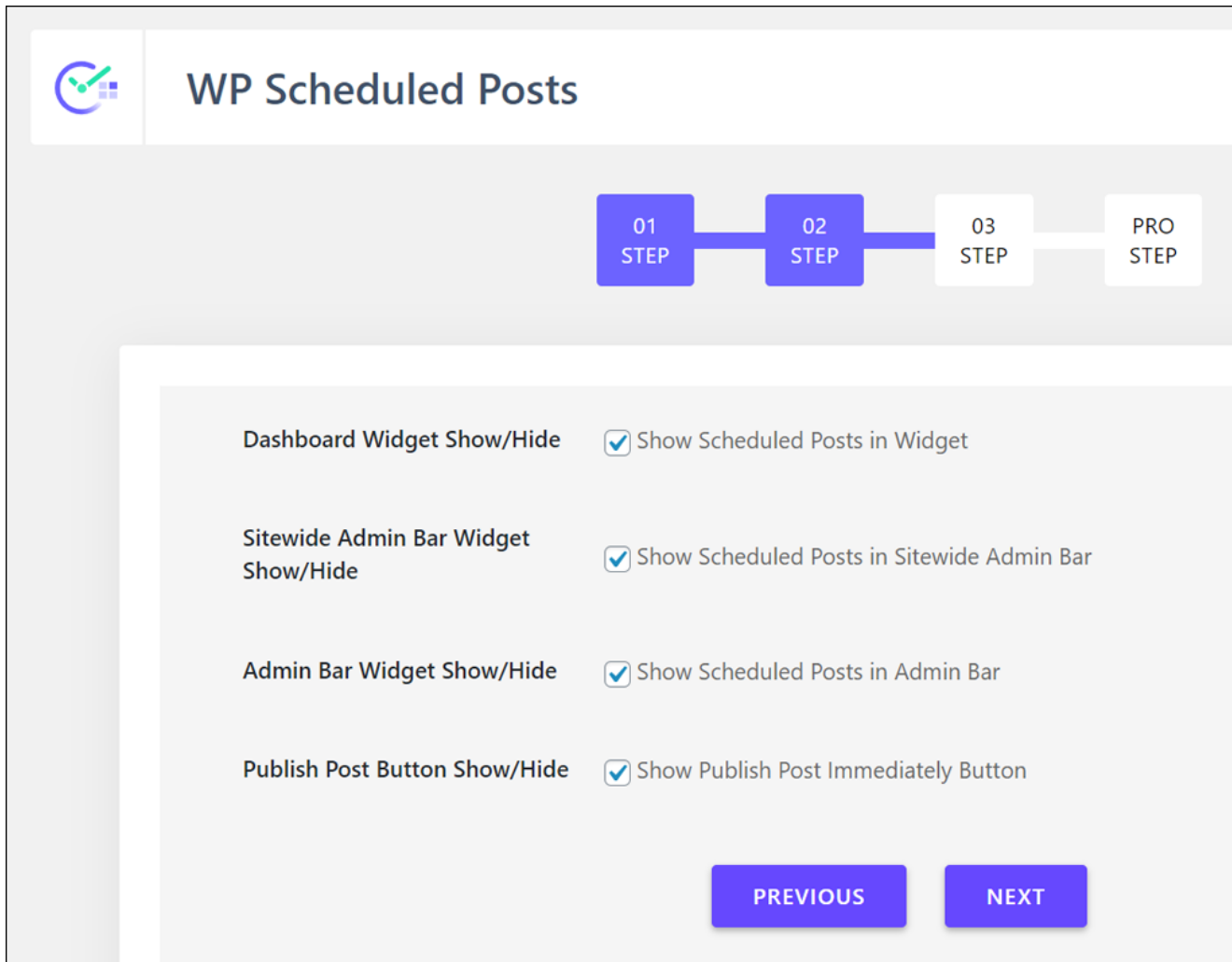


The banner features a blue and green gradient background. On the left, there is a circular logo with a green checkmark and a white grid. Below the logo, the text "WP Scheduled Posts" is displayed in white. Underneath, four features are listed in a 2x2 grid: "Schedule Calendar", "Auto Schedule", "Manual Schedule", and "Missed Schedule", each with a small circular icon. On the right side, there is a white rectangular interface showing a grid of post cards. A person in a red shirt and dark pants is standing next to the interface, holding a clipboard. At the bottom left, the logo is repeated, followed by the text "WP Scheduled Posts – Missed Schedule, Auto Social Share & Best Editorial Calendar" and "By WPDeveloper". A blue "Download" button is located at the bottom right.

WP Scheduled Posts

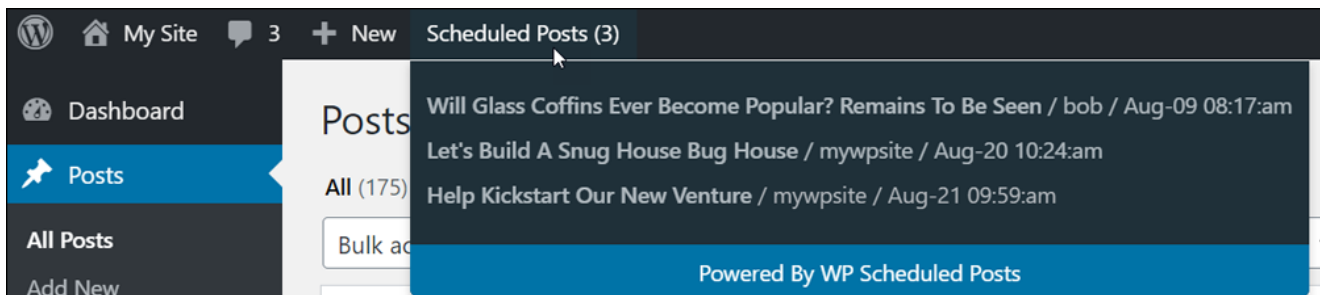
WP Scheduled Posts (now called SchedulePress) is a plugin that lets you create editorial calendars and publishing schedules with auto social sharing. This plugin is useful for sites that plan to publish a lot of content, editors, etc.

After installation, the plugin guides you through the setup process with an easy wizard interface and gives you the option of displaying information about your scheduled posts in various sections of your site.



WP Scheduled Posts setup wizard.

For example, you can choose to display a list of scheduled posts in a **widget** and in your Admin toolbar.





View a list of scheduled posts in your admin toolbar.


It also adds additional useful scheduling features to your posts.


Publish

Preview

 Status: **Scheduled** [Edit](#)

 Visibility: **Public** [Edit](#)

 Revisions: 3 [Browse](#)

 Scheduled for: **May 14, 2021 at 09:30**
[Edit](#)

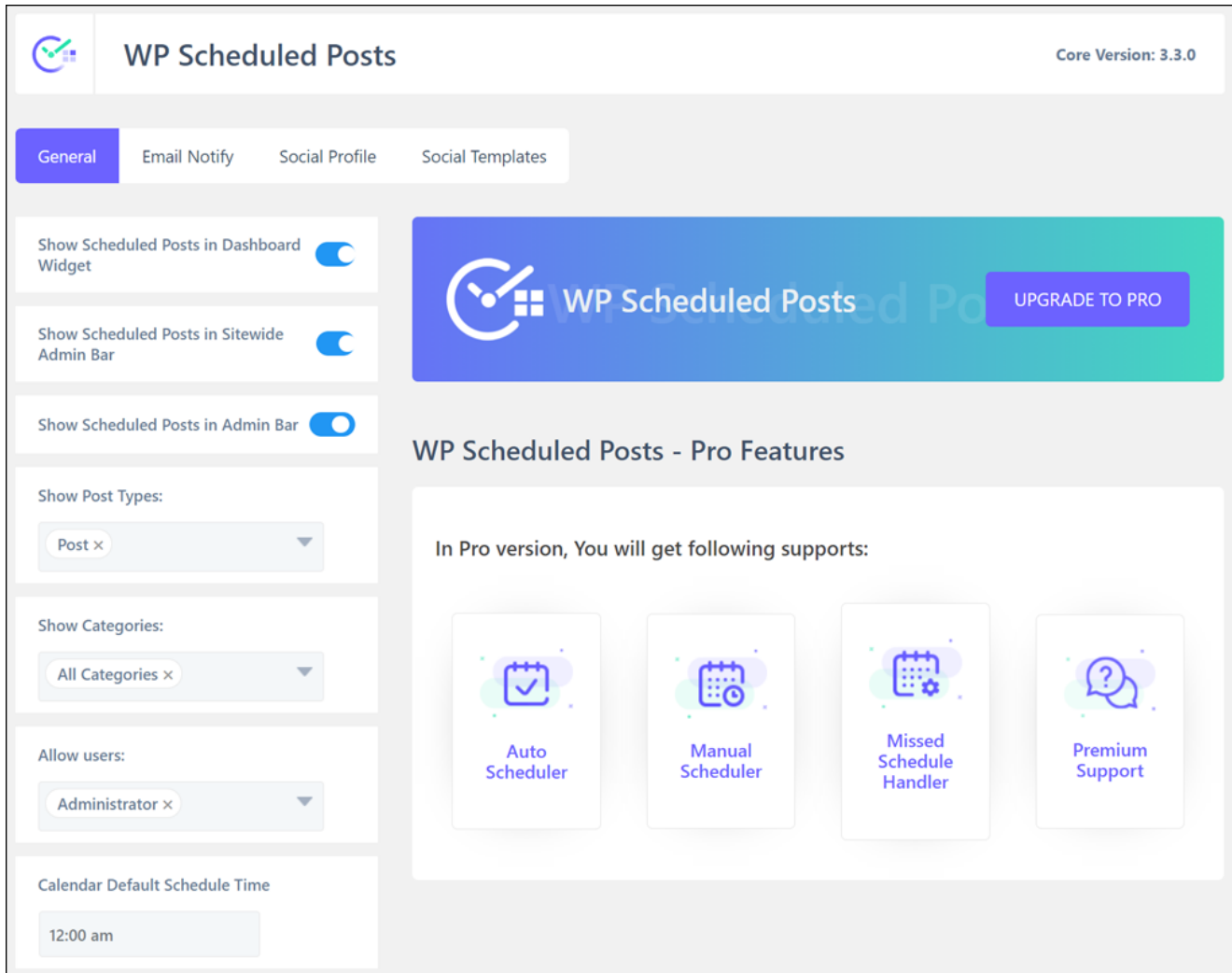
Publish future post immediately (?)

If you schedule this post and check this option then your post will be published immediately but post date-time will not set current date. Post date-time will be your scheduled future date-time.

[Move to Trash](#) [Update](#)

Publish a scheduled post immediately using your scheduled date or time.

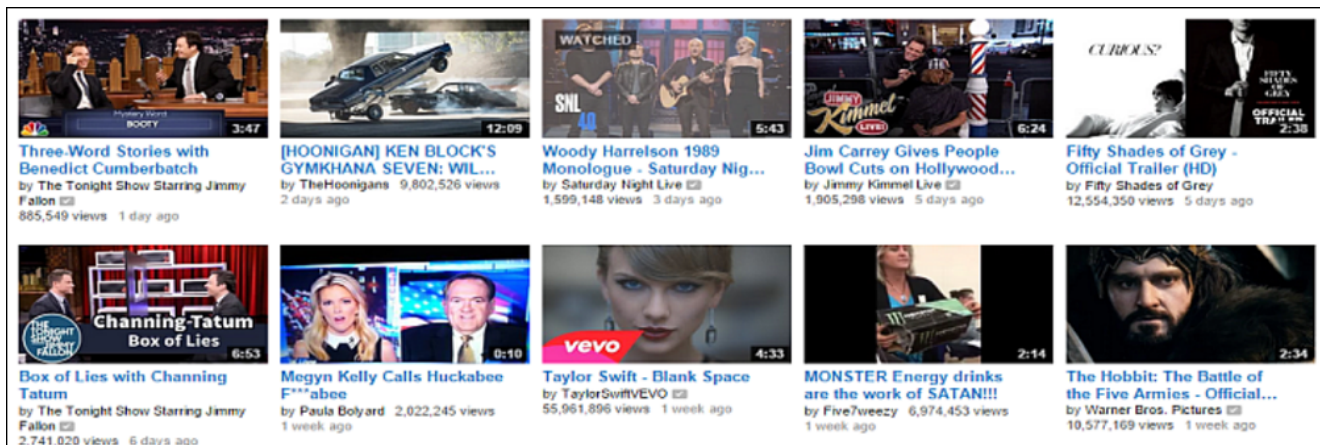
The **Pro version** of the plugin lets you auto-schedule posts and addresses the “missed schedule” error described earlier.



WP Scheduled Posts plugin dashboard.

To learn more about this plugin, go here: [WP Scheduled Posts](#)

Auto Post Scheduler



Auto Post Scheduler

Recycling older posts keeps your site looking fresh and can revitalize your traffic.

Auto Post Scheduler is a free WordPress plugin that you can use to schedule and auto-publish new posts and/or recycle old posts automatically.

There's no need to schedule post times individually. This plugin is useful if you plan to import many posts into your site, as you can set the Auto Post Scheduler to publish posts at whichever frequency you choose as well as setting a range of other options.

Auto Post Scheduler v1.82 [Support Forum](#) [Leave a review](#) [Instant Karma only \\$1](#)

WP Auto Poster is the premium version, completely rewritten with more features, unlimited rulesets, and full support.

Current Status: Disabled

[Enable Auto Post Scheduler »](#)

This plugin will schedule 'auto post checks' to publish new posts and/or recycle old posts automatically.

Auto Post Scheduler Options

Auto Post Schedule seconds hours days
Time or time range between each auto post check.
This is roughly how often WordPress cron will wake up APS to check these rules.
Example: 2-4 means a random time between 2 and 4 of the time unit selected will be used for e

Restart on Publish? If checked, posts published manually or by other plugins will reset the next scheduler check

Start Scheduling Delay seconds hours days
Time delay before the first auto post check when scheduler is Enabled.

Limit check to these Post Type(s)
page
attachment

Limit check to posts in these Categories
Copywriting
Customer Service
Digital
Europe

Limit check to posts from these Authors

Limit check to posts with keyword search

Prepending a term with a hyphen will exclude posts matching that term.
Eg, 'pillow -sofa' will return posts containing 'pillow' but not 'sofa'.

Limit checks on certain Day(s) to *Mondays* Time range(s) in 24-hour format

AutoPost Scheduler settings screen.

To learn more about this plugin, go here: [Auto Post Scheduler](#)

WP Robot

WP ROBOT 5

The **best autoblogging plugin** for WordPress.
Trusted by more than 22,000 human users.

[Order Your Robot Now](#)



WP Robot – Autoblogging plugin for WordPress.

Although you may not want to use an “autoblogging” plugin, **WP Robot** includes a module that lets you import bulk posts or article files into your WordPress site and then set these to automatically publish at regular or random intervals.

To learn more about using this plugin, go here: [WP Robot](#)

Drip-Feeding Posts

A plugin like WP Robot can be used to drip-feed content to your site over time.

Additionally, if you plan to run a membership-style website, most professional membership plugins for WordPress also allow you to schedule your content to be ‘drip-fed’ to members at specific intervals (e.g. every 7, 14, or 30 days).



To learn more about setting up a membership site and using membership plugins that allow you to schedule content delivery, download our [Guide To Setting Up And Running A Profitable Membership Site](#).

Congratulations! Now you know how to schedule and implement a “set and forget” system for publishing new or repurposed content on your site that will keep your visitors regularly engaged and free up your time to focus on other areas of your business.

You can even step out for a while knowing that your content marketing strategy will continue working for you while you’re away.

Search Posts

175 items << < 1 of 9 > >>

mats Filter

Author	Categories	Tags	Date
Bob Writer	Business	Make Money, monetize, wealth creation	Scheduled 2021/08/30 at 9:30 am
Barkley Dogsbody	Pets	dog, puppy	Published 2020/08/31 at 7:59 pm
Bob Writer	Business, Digital	Chicken Recipes	Published 2020/08/30 at 1:00 am
admin	Digital	new enterprise	Published 2020/08/30 at 1:00 am
admin	Digital		Published 2020/08/30 at 1:00 am

Schedule posts in WordPress.

Updated: April 8th, 2023