



# CHECKLIST

- ☐ Schedule The Time
- ☐ Goal
- ☐ Brain Dump
- ☐ Organize Brain Dump Into Topics
- ☐ Create Outline
- ☐ Flesh Out Topics
- ☐ Create Visual Materials
- ☐ How Will They Access
- ☐ When Can They Access
- ☐ Social Media Plan