

Welcome Checklist

By user

- ☐ Kickoff
 - ☐ Get a clear objective for your checklist
 - ☐ Start listing all the items you deem important
 - ☐ Make sure each task is actionable
 - ☐ Group your tasks into logical groups
 - ☐ Set due dates (at least on a group level)
 - ☐ Set a regular reminder for the checklist itself. So you don't forget about it
- ☐ Get things done
 - ☐ Use search to find products, services and learn about the task at hand
 - ☐ Get advice from friends via Facebook, Twitter or Email
 - ☐ Enlist friends, colleagues or family by assigning tasks to them
 - ☐ check the tasks as you progress
- ☐ Spread the word
 - ☐ Publish your checklist to share your expertise
 - ☐ Embed your checklist on your site or blog
 - ☐ Keep improving your checklist by listening to feedback