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