



## How to Create a Checklist

*Creating a checklist can be super easy and fun if you know what to do. Here's a quick guide to get you started...*

- Choose your topic.** The best checklists involve action steps your audience can take.
- Write every step that must be taken.** Include tips or hints if you wish.
- Format your checklist.** This is where you pick your fonts, add your branding, and fuss with the overall appearance.
- Use bullet points.** Bullet points allow you to easily and quickly create a checklist.
- Save your checklist as a document.** Doing this ensures you can come back and edit it later.
- Save your checklist as a PDF.** Most people won't download a document, but a PDF is considered trustworthy.
- Upload your checklist.** I host my checklists through my WordPress library.
- Copy the link to your checklist.** This is how you'll direct people to download your shiny new checklist.
- Share the link.** Now go post your link on your website and social media channels. You may also want to email the link to your mailing list.