Module 2 Checklist

Fill in and check off each item as you complete it.

Add your answers to the Facebook Group either by copy/paste or taking a pic with your phone and posting that.

Lesson 2:

☐ **What is your preferred LIVE platform(s) for this course?**
- ○ ☐YouTube ☐Facebook ☐Zoom ☐BeLive

Lesson 3:

☐ **What type of visuals do you prefer for your LIVEs?**
- ○ ☐Canva images ☐Index Cards ☐Printed Images ☐Slide Show
- ○ ☐White Board ☐Flip Chart ☐None…I'll be a "talking head"

Lesson 4:

Lesson 4 Checklist Action Steps

1. Does your Title contain Keywords people search for?
2. What problem does your LIVE solve or answer?
3. Did you Include three subtopics in the description?
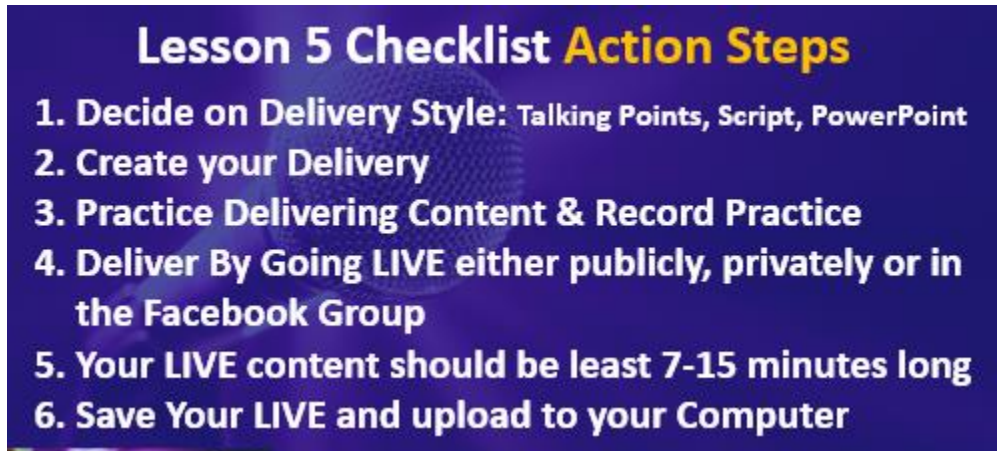4. What 3 #hashtags will you use?

☐ List the main keyword(s) in your title _____

☐ Write down 2 problem questions your LIVE will address:
- ○ _____
- ○ _____

☐ Did you include your three subtopics in the description? _____

☐ List the three #hashtags you selected to use in your description.

    ○ _____

    ○ _____

    ○ _____

☐ **Lesson 5:**

Lesson 5 Checklist Action Steps
1. Decide on Delivery Style: Talking Points, Script, PowerPoint
2. Create your Delivery
3. Practice Delivering Content & Record Practice
4. Deliver By Going LIVE either publicly, privately or in the Facebook Group
5. Your LIVE content should be least 7-15 minutes long
6. Save Your LIVE and upload to your Computer

☐ My preferred Delivery Style is: ☐Talking Points ☐Script ☐Powerpoint

    ☐ I have practiced my delivery and recorded it.

    ☐ My LIVE is at least 7-15 minutes long

    ☐ I went LIVE ☐Publicly ☐Privately ☐in our Facebook Group

    ☐ I have saved my LIVE on my computer or in the cloud

    ☐ I have made a file folder to store all my LIVES

☐ **Lesson 6:**

Lesson 6 Checklist Action Steps

Go back to your LIVE and engage with viewers
Make a copy of _every_ comment and save in Word Doc

    ☐ I responded to every viewer comment

    ☐ I made a copy of my LIVE's comments and saved in a Doc file