

Ready for the conversation.

A practical checklist for a clear introduction, a useful interview and thoughtful follow-through.

01 A clear introduction

- ☐ Use a short, approved bio with your current role.
- ☐ Check credentials, claims and public links.
- ☐ Share a headshot you have permission to use.
- ☐ Add pronunciation and one relevant contact.

02 A useful point of view

- ☐ Know who listens and the questions they have.
- ☐ Prepare three audience-specific talking points.
- ☐ Choose examples you are comfortable sharing.
- ☐ Note topics or claims outside your expertise.

03 A calm recording day

- ☐ Confirm the date, time zone and recording link.
- ☐ Know the format and expected duration.
- ☐ Test your microphone, camera and connection.
- ☐ Choose a quiet room and silence notifications.

04 A thoughtful follow-through

- ☐ Choose one useful listener resource or link.
- ☐ Send any material you promised during the call.
- ☐ Confirm the host's publication-update process.
- ☐ Ask permission before reusing audio or video.

Your one useful takeaway: _____