Q&A Day Checklist

☐ Set a date for your Q&A Day _____

☐ Ask for questions ahead of time.

☐ Decide how you will answer them.

☐ Clear your calendar for Q& A Day.

☐ Start answering questions.

☐ Compile and repurpose questions into additional content.

☐ Ask your audience for feedback. What did they like? How can you improve the concept?

☐ Set a date or make plans for the next Q&A Day _____