CHECKLIST

Your Q&A Session Checklist

- [ ] Choose whether to run the session live or collect questions first
- [ ] Write three seed questions to post if nobody else asks
- [ ] Set clear boundaries on what you will and will not answer
- [ ] Answer questions in an order that keeps people reading
- [ ] Remind followers the session is open if questions slow down
- [ ] Thank everyone who took part once the session ends
- [ ] Save the recording or compile answers into a single post
- [ ] Turn popular answers into standalone content for next week
- [ ] Schedule your next session while this one is still fresh