



Your Executive Branding Program Checklist

Use this as an interactive checklist to document your progress
in creating your personal brand

- ☐ Enrollment (Sign Client Agreement via DocuSign & [Read Welcome Letter Page](#))
- ☐ [Schedule Introduction Call](#) with Executive Branding Coach, Philip Browne
- ☐ Watch Tammy's Resume Application instruction Video and [Start the Resume Application Survey](#)
- ☐ Complete the Resume Application Survey (at your pace, but typically ~2 weeks)
- ☐ Schedule Resume Preparation Sessions with Philip (usually 4 sessions)
- ☐ Complete Resume Preparation sessions with Philip
- ☐ Meet with Video Coach, Steve Washer about your first video
- ☐ While your resume is being written, [CLICK HERE for your activity assignment](#)
- ☐ Receive 1-Page Functional Resume from Tammy via email
- ☐ Perform Resume Presentation (final editing) session with Tammy and Philip on Zoom
- ☐ Receive chronological resume from Philip via email
- ☐ Perform any editing and final approval of chronological resume via email
- ☐ Provide your LinkedIn login information to Philip via email
- ☐ Meet Philip for LinkedIn Profile Presentation and Final Approval
- ☐ Work on video stories 2 and 3 with Steve
- ☐ Schedule your Audio Business Card Session & fill out ABC Worksheet on your own
- ☐ Meet and Complete your Audio Business Card with your coach or Brian on Zoom
- ☐ Revise and rehearse video stories 2 and 3 on your own
- ☐ Record videos 2 and 3 on your own
- ☐ Congratulate yourself on having a compelling personal brand and talk to Tammy or Brian about Networking Superhighway

For questions on:

Resume Application Survey, Career History, Resume, LinkedIn, Audio Business Card Creation Questions

--Clay Schnittker-- clay@careerresumeconsulting.com

Video Creation, Scripting, & Recording Questions

--Steven Washer-- steve@careerresumeconsulting.com

Billing and All Other Questions

--Lacey Schichi (shick-ee)-- lacey@careerresumeconsulting.com