

# Get Started with Google+ :A Checklist for your Profile

Use this **checklist** to save time setting up your new Google+ Profile.

	YES	NO	Notes/ To Do's	Done
1	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<p><b>Do I know my top one or two reasons for using G+?</b></p> <p><i>If you answer no, or are unsure if G+ is for you, take some time to work on your overall social media strategy first. Begin with your current career and professional development goals.</i></p>			
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p><b>Do I have a professional headshot?</b></p> <p><i>(If you already have a LinkedIn profile that is current, you may want to use the same photograph. Once uploaded images are saved to your album for use on the platform. There are some photo editing tools available on the site.)</i></p>			
3	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<p><b>Have I chosen my cover image, and is it accessible for easy upload?</b></p> <p>(At the time of writing the recommended image dimensions are 1080 x 608. Check the help section as this may change).</p> <p>Your name, photograph, and cover are public information, and therefore it is important that you take the time complete this part of your profile.</p> <p>Browse the site to see examples of cover images and think about the message you want to convey.</p>			
4	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<p><b>Do I have a Gmail account?</b></p> <p><i>(If not, create your account and make a note of your login details.)</i></p>			

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5	<p><b>Do I have the information I need to complete the sections of my profile?</b>          (Click on the <b>About</b> tab underneath your cover image to see the different sections. Begin by brainstorming the content for the different sections.</p>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>
a)	<p><b>Do I have a draft of the content for the Story section of my profile?</b></p> <p>This 3 elements of this section are:          - Tagline          This is similar to your LinkedIn headline. Choose a statement that reflects who you are and what makes you unique.          - Introduction          - Bragging rights</p>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>
b)	<p><b>Work</b>          Complete this section by adding your current occupation, a list of your skills, and your employment history.</p>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>
c)	<p><b>Places</b>          This is a google map showing your current location. You can also add previous locations if you wish.</p>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>
d)	<p><b>Basic information</b></p> <p>This section asks you <b>demographic information</b> such as gender, birthday, relationship status, and other names. You can customize your privacy settings for each question. Be sure to check that you choose the settings that reflect how you want to share the information.</p>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>

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<p>e) <b>Education</b></p> <p>Do I have the information easily available to list my <b>educational history</b>?</p>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>
<p>f) <b>Links</b></p> <p>Do I have the URL's for any online information I want to add to my profile?</p> <p>This section allows you to add links other online profiles you may have, such as LinkedIn. If you have published articles, a blog, or presentations that are online, you can enter them here.</p>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>
<p><b>Use the space below for additional notes and questions</b></p>			