

Career & Life Design Conference Master Checklist

Use this checklist as a starting point to prepare for a meaningful and successful conference experience.

BEFORE

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| ☐ Understand the Conference
Review what the conference is, why it matters, explore the agenda, and available events (including Panel Discussions, Career Boost Clinics, Alumni Ask Me Anything and more!). | ☐ Create Your Conference Strategy
Identify your goals, choose the events you want to attend, register, and plan who or what you want to learn more about. |
| ☐ Clarify Your Professional Identity
Explore what shapes your identity, define your professional “why”, and build your elevator pitch. | ☐ Get Ready to Connect
Learn how to network with purpose, understand different stakeholders, prepare questions and plan how you will introduce yourself. |
| ☐ Prepare Your Professional Materials
Update your resume, review your LinkedIn profile, and strengthen your portfolio so your materials reflect who you are and where you’re headed. | ☐ Final Prep Check <ul style="list-style-type: none"> • Review event details and location/virtual info • Plan your schedule and travel if needed • Dress professionally • Get a good night’s rest! |

DURING

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| ☐ Engage with Intention
Attend sessions and events that align with your goals. Listen actively, participate, and take meaningful notes. | ☐ Network with Purpose
Introduce yourself with confidence, ask thoughtful questions, and have impactful conversations that help you explore and learn. | ☐ Capture Key Takeaways
Note insights, resources, and connections that stand out to you so you can reference them later. |
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AFTER

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| ☐ Reflect
Review your notes and key takeaways. What did you learn? What surprised or inspired you? | ☐ Follow Up
Send a thoughtful thank you message to new connections. Keep the conversation going and strengthen relationships. | ☐ Take Action
Explore opportunities, continue your learning, and take the next steps toward your goals. Turn your experience into meaningful progress. |
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BEFORE YOU BEGIN



What do I hope to learn?



Who or what am I curious about?



What would make this conference experience valuable to me?



What is one action I want to take after the conference?

YOUR CAREER CONFERENCE JOURNEY



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CAREER EDUCATION

