

# Author Conference Goal-Setting Checklist



## Step 1: Define Your Primary Conference Goal

What is the one thing you absolutely want to achieve?

- \_\_\_\_\_

Examples:

- Pitch my novel to 3 agents
- Understand the pros and cons of self-publishing
- Meet other writers in my genre

## Step 2: Set 3-5 Supporting Goals

These goals help you move toward your primary objective.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Examples:

- Attend 2 sessions on publishing trends
- Introduce myself to a panelist after a workshop
- Exchange contact info with 5 attendees
- Collect feedback on my book blurb



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### Step 3: Prioritize Sessions

Look at the conference schedule and highlight the ones that directly support your goals.

Must-attend sessions:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Leave space for:

Networking opportunities: \_\_\_\_\_

Rest and recharge: \_\_\_\_\_

### Step 4: Daily Check-In

Take 5 minutes at the end of each day to reflect.

Day 1

Wins: \_\_\_\_\_

Misses: \_\_\_\_\_

People I met: \_\_\_\_\_

Day 2

Wins: \_\_\_\_\_

Misses: \_\_\_\_\_

People I met: \_\_\_\_\_

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Day 3

Wins: \_\_\_\_\_

Misses: \_\_\_\_\_

People I met: \_\_\_\_\_

### Step 5: Follow-Up Plan

Within a week of the conference:

- Email or connect with people I met: \_\_\_\_\_

- Share takeaways on social media or blog: \_\_\_\_\_

- Implement something I learned: \_\_\_\_\_