

## Editing Goes Global Cracking Open the Cover

Breanne MacDonald, Christina M. Frey, Ryan Dunlop

### *Post-Conference Checklist*

#### **First day**

- Slow down:** You've been running on adrenaline for days. Before attacking your post-conference checklist, take time to unwind. Go for a walk. Get a massage. Nap. Play video games. Do whatever it takes to bring you slowly back to reality.
- Gather your notes:** Do you have notes on paper, on the conference program, and on your phone, and an email address scribbled on a cocktail napkin? Put these, as well as all the business cards and brochures you collected, in one place.

#### **First week**

- Make lists:** All that information can be overwhelming. What are the top five ideas you can implement right now? The top five concepts you want to think about for the future? Write them down.
- Make plans:** Book time in your calendar to implement one of the "right now" ideas each week for the next five weeks. Book time in your calendar a month or two from now to revisit the top ideas for the future.
- Follow up:** Whom did you particularly connect with and/or wish you'd had more time to chat with? Shoot them an email. Don't be afraid to email conference speakers, organizers, and mentors, too.

#### **Second week**

- Review:** Review your checklist and your notes. Decide what's working, what's not, and what you want to prioritize.
- Get social:** Pull out those business cards and make connections, whether via Twitter, LinkedIn, Facebook, or other social media.
- Organize:** Deal with the papers—business cards, brochures, flyers, handouts, and notes. Organize them into files (reference, contacts, etc.) or scan them to PDF and organize them electronically. Toss the rest.