



ROOTED April Session: Pre-Workshop Action Plan

Topic: *Your Personal Brand Audit: What Recruiters & AI Actually See*

To make the most of our hands-on "Brand Lab," please complete these **4 quick steps** before we meet on **April 6th**.

1. The Tech Check (Access & Passwords)

We will be moving fast! Please ensure you can log into these accounts on your laptop (not just your phone):

- **LinkedIn:** Ensure you know your password.
- **Canva:** Sign up for a free account if you don't have one.
- **AI Tools:** Create a free account for at least one of these (we recommend having two ready just in case):
 - **ChatGPT** (openai.com)
 - **Claude** (claude.ai)
 - **Gemini** (gemini.google.com)

2. PDF Your Profile

We will be "feeding" your profile to AI for an audit.

- Go to your **LinkedIn Profile**.
- Click the "**More**" button (near your profile picture/headline).
- Select "**Save to PDF**." * Keep this file on your desktop for easy uploading during the session.

3. Grab a "Working" Headshot

Do you have a recent photo of yourself? It doesn't have to be a professional headshot yet—just a clear photo of your face with decent lighting. Have this file ready on your computer.

4. Hardware Prep

- **Bring your laptop.** This is a "doing" session, and editing your brand is much easier on a computer than a mobile device.
- **Bring your charger.** AI and Canva can be battery-intensive!

The ROOTED Promise: > We start at **6:00 PM** with our sisterhood check-in and energy reset. By the time we hit the "Brand Lab" at **6:45 PM**, you'll be fueled up and ready to own your story.