

The Impactful Voice Project™

One Voice. Infinite Impact™

Interview Prep Checklist – Clarity, Consent, Confidence

Before the Interview

- ☐ Confirm date, time, and platform (Zoom, Riverside, etc.)
- ☐ Check audio/video quality and lighting
- ☐ Review your story points and time limits
- ☐ Inform the host if any topics are off-limits
- ☐ Prepare one key message you want the audience to remember

During the Interview

- ☐ Breathe deeply and smile before starting
- ☐ Speak at your natural pace
- ☐ Keep a glass of water nearby
- ☐ Remember: It's a conversation, not a test
- ☐ Use your story's heart, not just the headlines

After the Interview

- ☐ Ask when/where it will be published
- ☐ Request a copy or preview before release if desired
- ☐ Thank the host and share your reflections
- ☐ Optional: Send a follow-up quote or resource link