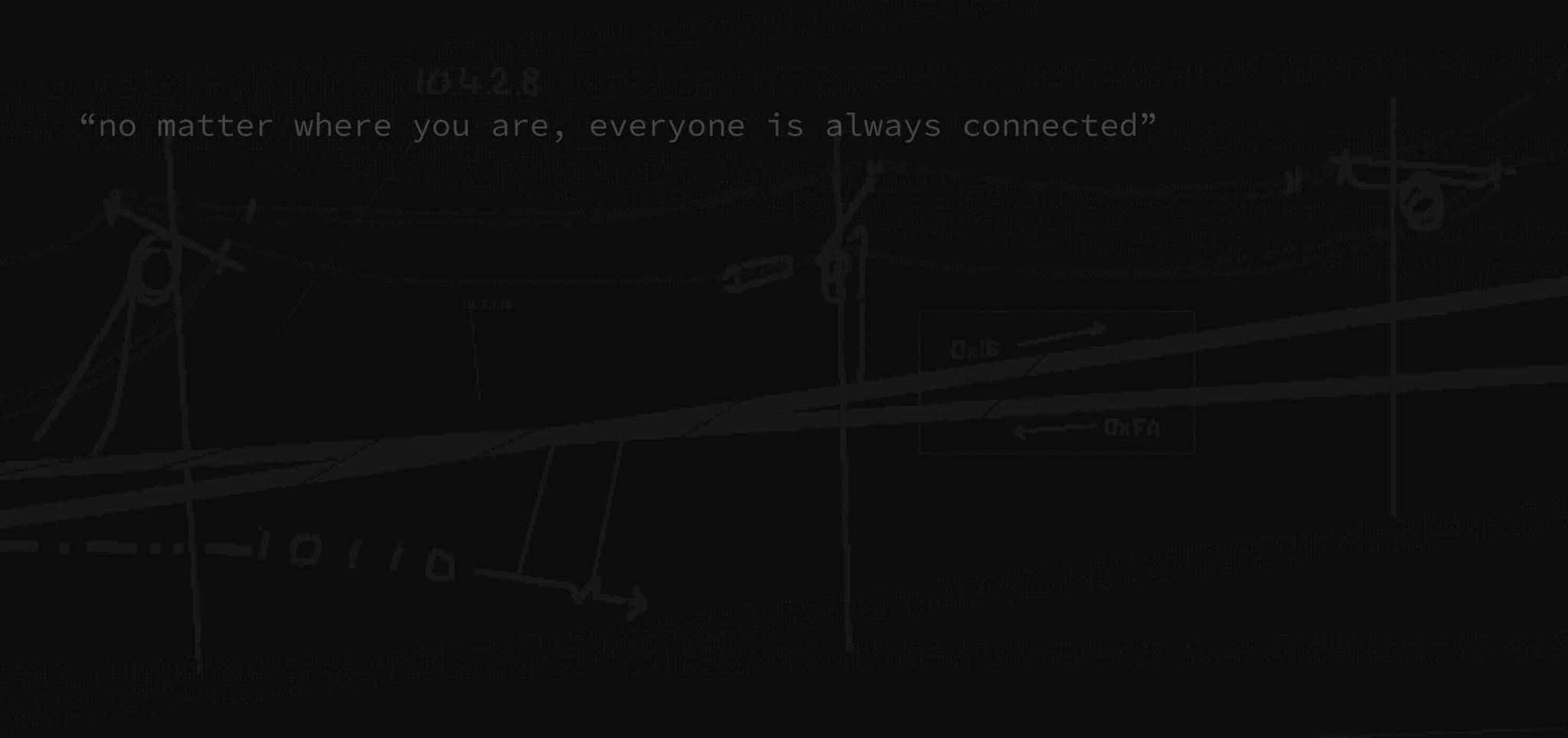"no matter where you are, everyone is always connected"

How to
Checklist

Your Checklists Reflect You

A good checklist makes a good team

- Speed up your workflow
- Have quick references to items you may have forgotten
- Reminds you of tasks you may miss otherwise

A poor checklist can break a good team

- "Where was that config line? I swear I had it here somewhere"
- …they say as there are 3 minutes left

What Isn't a Good Checklist

Your checklist shouldn't be
A slew of commands with not much else
  sudo su
  cd /etc/
  nano login.defs

A list of broad topics with not much else
  Remove unauthorized users
  Edit groups of users
  Change login.defs

Just random, unexplained screenshots

What Is a Good Checklist

Your checklist should be designed so that if given to another person, they can feasibly follow it

What does that entail?
- Explain, at least briefly, each command and configuration
- Organize your checklist in a logical manner
- Use hierarchy to your advantage
- Take advantage of text formatting to highlight certain aspects

Let's Break it Down

Hot Dog Checklist
OUTLINE
- Prepare buns
- Cook the sausage
- Place sausage in bun
- Place toppings

This is not a strict guide, but this is how I would do it:

Always start with a broad overview, in chronological order, the basic steps of what one would do

Let's Break it Down

- Place sausage in bun
- Place toppings

PREPARE BUNS
Buns are to be sliced laterally, parallel to the long side, only partially.
It is possible to cut yourself while performing this operation.
- Use a knife to divide the bread.
- Perform a sawing motion in order to avoid deforming the bread excessively

Then, in subsequent sections, break down the specific steps further
- Explain (briefly) what to do in the step
- Acknowledge possible risks
- State how to perform the step in a detailed yet consise manner

Let's Break it Down

to avoid deforming the bread excessively

COOK THE SAUSAGE
Sausages can be grilled, steamed, or boiled.
Cook to internal temperature of 145°
Beware of high heat and possible burning.

Use formatting to your advantage
- Highlight important pieces of information
- Use different colors to signify different pieces of content
- Use lists
- Use images (screenshots) and other media in conjunction with information

The Bad Ideas

Overarching topic
- Topic
  - Subtopic
    - Details
  - Another subtopic
    - Details
- Topic 2
  - Subtopic

Try not to nest too deep
Lists like these quickly get messy and difficult to organize and parse

The Bad Ideas

your checklist

Overarching topic
Topic
 Subtopic
 Details

 Another subtopic
 Details

Topic 2
 Subtopic

Instead
Use *headers* with varying levels of emphasis. Use vertical space to your advantage

The Bad Ideas

your checklist

Always remember to sudo nano into the file /etc/login.defs and set the encryption method to SHA512

Don't let commands get lost in text Often finding the command you want while it's lost in a sea in text will waste you time

The Bad Ideas

Remember to edit the login defaults file
`sudo nano /etc/login.defs`

In the file, edit the following lines:
`ENCRYPT_METHOD        SHA512`

Instead
Make sure to make clear what is the command or lines to type. Make it distinct from the rest of the text with a defined separation. Consider using color coding!

So What?

"I already have a checklist, but I'd like to make it better. What do I do with it?"

- Your checklist already has valuable information. Expand on it!
- Reformat your document, move stuff around.
- Make it neat and more bearable to read
- Follow the guidelines