

MY BIO WORKSHEET

<p>Step 1: Define Your Role and Audience - Role: Write down your professional role (e.g., business owner, sales leader, accountant, etc.). Audience: Describe your target audience (e.g., business owners, executives, recent grads, etc.)</p>	
<p>Step 2: Identify Their Problem - What problem does your audience face?: Identify a common issue or challenge your audience encounters.</p>	
<p>Step 3: Provide a Solution - How do you solve this problem?: Explain how your skills, products, or services can address the problem.</p>	
<p>Step 4: Highlight Your Authority - Why are you qualified?: Mention your experience, expertise, or unique qualities that establish your credibility.</p>	
<p>Step 5: Describe the Transformation - What transformation can your audience expect?: Paint a picture of the positive change or outcome your audience will experience by working with you.</p>	
<p>Step 6: Call to Action - What should your audience do next?: Encourage them to take a specific action, such as visiting your website, contacting you, or booking a consultation.</p>	
<p>Step 7: Edit for Clarity and Conciseness - Review your answers in the previous steps and refine your bio to make it clear and concise. Aim for brevity while retaining the key elements.</p>	
<p>Step 8: Craft Your Bio - Using the information from the previous steps, write a compelling bio that follows this framework.</p>	