



# Digital Reputation Checklist



**Search yourself online**

Type your name into multiple search engines. Don't forget to check images, videos, and other categories.

**Review your social media posts**

Remove and untag unwanted posts, photos, and videos.

**Review who you follow and who follows you**

Be selective. Unfollow or block people or groups you no longer want to associate with.

**Check your privacy settings**

Determine what you want to be public or private, whether that means individual posts or your whole account.

**Think before you post**

Is this something you really want others to see or know about you? Remember, one post can impact your job, school, or personal relationships.

**Accentuate the positive**

Interact with content that makes you feel good. Consider doing the same for others by posting uplifting stories, comments, and videos.