

# THE AIO CHECKLIST

## 10 Steps to Optimize Your Content for AI Search

This checklist provides a systematic approach to optimizing your content for AI search engines, chatbots, and large language models. Use it as a guide when creating new content or auditing existing pages. Check off each item as you complete it.

### Step 1: Implement Core Schema Markup

- Add Article or BlogPosting schema with headline, description, author, dates, wordCount
- Add Organization schema with name, url, logo, description, sameAs links
- Add BreadcrumbList schema showing site hierarchy
- Use JSON-LD format in document head
- Validate all schema using Google Rich Results Test

### Step 2: Structure Content with Semantic HTML

- Wrap main content in element
- Use elements for thematic groupings
- Use for supplementary content (sidebars, author boxes)
- Use for navigation sections and table of contents
- Maintain proper heading hierarchy (h1 through h6, no skipping levels)
- Use descriptive headings that indicate section content

### Step 3: Create Extractable Summary Sections

- Add executive summary at beginning (3 to 4 sentences covering problem, solution, outcome)
- Add key takeaways section at end with actionable points
- Include key insight boxes throughout for quotable statements
- Ensure each extractable section is independently meaningful
- Front load paragraphs with key information

### Step 4: Build FAQ Sections with Schema

- Create 5 to 10 questions your audience commonly asks
- Write questions in natural language (how users actually ask)
- Provide complete, standalone answers for each question

- Implement FAQPage schema for all Q&A; pairs
- Include questions at multiple expertise levels

### **Step 5: Define Key Terms Explicitly**

- Create a definitions section for important terminology
- Use definition list HTML ( , , )
- Write definitions that stand alone without context
- Implement DefinedTermSet schema
- Avoid circular definitions

### **Step 6: Establish Clear E-E-A-T Signals**

- Add author attribution with name and credentials
- Implement Person or Organization schema for authors
- Include knowsAbout properties listing expertise areas
- Cite sources for factual claims and statistics
- Add contact information and trust signals
- Link to authoritative external sources

### **Step 7: Add Machine Readable Dates**

- Use element with datetime attribute for all dates
- Include publication date (datePublished)
- Include last modified date (dateModified)
- Add dates to Article schema
- Update dateModified when making meaningful changes

### **Step 8: Implement Entity Connections**

- Add sameAs links to Wikipedia in Organization/Person schema
- Use about property in Article schema linking to knowledge bases
- Connect content topics to recognized entities
- Use @id references to link internal schema entities
- Include Wikidata or other knowledge graph references where relevant

### **Step 9: Optimize for Voice and Speakable Content**

- Add Speakable schema with CSS selectors for key sections
- Mark executive summaries, key insights, and FAQs as speakable

- Write speakable content in voice friendly format
- Use complete sentences without ambiguous abbreviations
- Keep speakable sections to 50 to 75 words (20 to 30 seconds spoken)

### Step 10: Test and Monitor AI Visibility

- Validate schema using Google Rich Results Test
- Validate schema using Schema.org validator
- Query ChatGPT about topics you cover
- Check Perplexity AI for citations to your content
- Monitor Google AI Overviews for your target queries
- Track referral traffic from AI platforms
- Document citation patterns monthly
- Refine approach based on results

## QUICK REFERENCE: ESSENTIAL SCHEMA TYPES

Schema Type	Purpose	Key Properties
Article/BlogPosting	Content identification	headline, description, author, dates, wordCount
Organization	Publisher/brand identity	name, url, logo, sameAs, knowsAbout
Person	Author attribution	name, jobTitle, sameAs, knowsAbout
BreadcrumbList	Site hierarchy	itemListElement with position, name, item
FAQPage	Q&A content	mainEntity with Question and Answer
HowTo	Instructional content	step, tool, totalTime
DefinedTermSet	Glossary/definitions	hasDefinedTerm with name, description
Speakable	Voice optimization	cssSelector identifying speakable content
ItemList	Structured lists	itemListElement with position, name, url

## IMPLEMENTATION PRIORITY

**Start Here (Foundation):** Steps 1 through 4 provide the core AIO foundation. Implement these first for any content.

**Add Next (Enhancement):** Steps 5 through 8 enhance AI comprehension and trust signals. Add these as resources allow.

**Complete (Optimization):** Steps 9 and 10 optimize for voice delivery and enable ongoing improvement through monitoring.

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