



NETWORK | INTERACT | DEVELOP

ESTABLISHING MY NETWORK:

PREPARATION:

- ✓ A list of people you know, with contact information and a brief note about what they can tell you, and how they can help you.
- ✓ A calendar to schedule your outreach goals, informational interviews and events.
- ✓ Knowledge that information is power and people have the best information.
- ✓ A project management outlook on setting, implementing and achieving networking goals.

IMMEDIATE GOALS (This week, and next) [Update and duplicate this set of goals]

The really important information I need to get this week is:	
The best people to give me this Information are (and why):	
The next 3-5 people I need to contact this week are (and why):	

Additional notes:

CURRENT GOALS (One month – six weeks)

The key information I need to get within the month is:	
The first people to contact to get this information are (and why):	



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The **groups** I will network with in the next month are:

Additional notes:

NEXT PHASE GOALS (Three months, plus)

<p>To contact _____ people in the occupation / industry I am targeting.</p> <p>A. Five people I can think of to contact are:</p> <p>B. In what ways can I find more contacts?</p>	<ul style="list-style-type: none">
<p>To attend at least three events that will give me networking time.</p> <p>Six ideas are:</p>	<ul style="list-style-type: none"> Alumni Career Center workshops; Alumni Association events
<p>To maintain contact with some of the first people with whom I talked.</p> <p>My plan for that is:</p>	<ul style="list-style-type: none"> Send thank-you notes to informational interview contacts. E-mail upcoming event notices to people you'd like to see there. Clip and send articles of interest to people you've met. Invite someone for coffee.
<p>[Update and duplicate this goal]</p>	

Additional notes:



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LONGER TERM, and THE BIG PICTURE

<p>A professional advisory board can help me:</p>	
<p>Three – six people who would be good professional advisers / mentors are:</p>	
<p>I can help my advisers / mentors by:</p>	
<p>Points I want to bring out in asking people to be a mentor / adviser are: [e.g., common interests; discussion of professional/business trends; respect for their work, accomplishments; desire to brainstorm with them, and to get feedback on your own career progress]</p>	

Enjoy it all – It's about talking to people!