

37 TIPS TO NETWORK EFFECTIVELY

1. Prepare an elevator pitch that describes who you are and what you do in less than 30 seconds.
2. Keep your goals in mind while networking.
3. Join networking groups online and in real life.
4. Be interested in the person, not just the opportunity.
5. Be a good listener.
6. Always follow up within 24 to 48 hours and remind the person who you are, where you met, and a detail of your conversation.
7. If someone does you a favor, always return that favor.
8. Talk to everyone everywhere you go.
9. Before you attend an event, have a game plan.
10. Have memorable and unique business cards.
11. Be a valuable resource to others by having unique skills.
12. Follow up your commitments and promises.
13. Have a positive mindset and confident attitude.
14. Focus on quality, not quantity.
15. Uncover people's needs and offer to help.
16. Select a group that makes sense for you and your business and become an active member.
17. Arrive at the meeting early and stay late.
18. Listen more and talk less.
19. Make notes on the back of the business cards you receive, but wait to write things down until you are alone so as to not seem rude.
20. Set goals and quotas for each event you attend.
21. Research who will be attending the event and identify which people you want to connect with.



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22. Remember, you know more people than you think and you are not alone.
23. Reach out to your network when you are in need of help.
24. Improve your communication and people skills to improve your networking.
25. Evaluate the quality of your networking and make adjustments.
26. Take advantage of both "strong" and "weak" ties.
27. Take the time to maintain your network.
28. Don't be fake or selfish.
29. Always be yourself.
30. Remember, simply talking to people is still networking.
31. One great way to learn to network is to listen to someone who has lots of networking experience.
32. Make sure to hand out a lot of business cards at networking meetings.
33. Attend different types of meetings, be active in the events you attend, and follow up with the contacts you make.
34. The way you approach people at a meeting can make a difference in the results you get.
35. Research speakers and attendees ahead of time and reach out to them.
36. Use social media to connect with speakers and people you meet.
37. Skip a panel or two and hang out in the break room to meet different people in a relaxed setting.

