

# THE 5-MINUTE NETWORKING PLAN CHECKLIST

## PLAN BEFORE THE EVENT

- WHY ARE YOU GOING? WHAT IS THE GOAL?
- IS THERE A PARTICULAR CLIENT PROFILE?
- IS THERE A CERTAIN PERSON YOU WANT TO MEET?
- BRING BUSINESS CARDS

## DURING THE EVENT

- NETWORK WITH A FRIEND
- PROMOTE EACH OTHER
- MAKE NOTES ON BUSINESS CARDS
- BE HAPPY TO LISTEN
- FOCUS ON OTHERS
- SAY THANK YOU FOR THEIR TIME
- MEET NEW PEOPLE

## AFTER THE EVENT

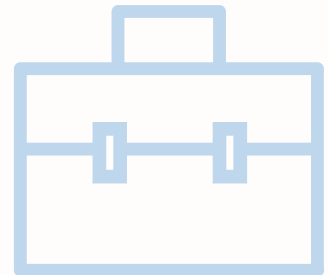
- CREATE A FOLLOW-UP PLAN
- FOLLOW UP WITHIN TWO DAYS
- REVIEW NOTES

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WHAT CAN I DO TO PREPARE FOR THIS EVENT?



WHAT ARE MY GOALS IN ATTENDING THIS EVENT?



ARE MY BUSINESS CARDS CURRENT?

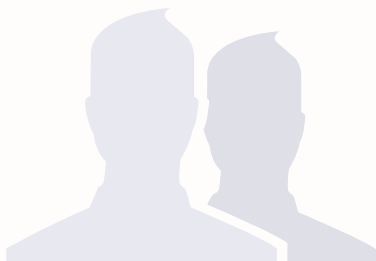


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I NEED TO MAKE SURE I .....WHILE I AM AT THIS EVENT.



ARE THERE ANY FRIENDS I CAN INVITE OR WILL SEE?



SPECIFIC ACTIONS I WILL TAKE TO FOLLOW UP ARE:

