

JOB NETWORKING WORKSHEET

Take time to consider people you know in all areas of your life. These people are your potential network. These are people from all parts of your life ranging from personal services to neighbors to colleagues and family. Surprising as it is, the average number of contacts for this list is 80-100 people. Many of your most effective leads will come through your network.

There is a theory that you can meet anyone you want to with seven contacts or fewer. Creating links between those you know and those you want to know is the challenge of networking. You can form the contacts you need in order to secure information or lead to interesting work.

Try spending twenty minutes a day for a few successive days adding to this list. This allows you to truly identify all those who can be part of your network. As you do this, you will probably keep finding new contacts to add that you had overlooked the first time. The number of people you know is truly amazing!

Remember: Be sure to utilize the classifications of the six categories below:

Challengers - People who cause you to look at your own direction. They force you to face important questions about your life.

Experts - People in your field you respect and value as a professional contact. You respect the professional competence of these people.

Hubs - These are well connected people who can provide you with sources of information and people.

Mentors - People who will help you guide your career, provide you with access to their expertise and will teach you what they know.

Promoters - These are people who will take an active role in helping you. They will advise you of opportunities and enhance your visibility.

Role Models - They have achieved what you aspire. They are examples to emulate.

| Contact Type | Name | Phone | Email | Classification |
|------------------------|-----------------------|---------------------|--------------------------------|----------------|
| <u>Family</u> | <u>Chris Black</u> | <u>219.222.2222</u> | <u>cblack@testtesttest.com</u> | <u>Mentors</u> |
| <u>College Friends</u> | <u>Suzie Sunshine</u> | <u>219.111.1111</u> | <u>SSunshine@gmail.com</u> | <u>Mentors</u> |
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