

Use this checklist before, during, and after every networking interaction.

## BEFORE Preparation is 80% of success

- ☐ **Research attendees/host**  
Know who will be there and what they do
- ☐ **Prepare 2-3 talking points**  
Topics you can speak knowledgeably about
- ☐ **Set a connection goal**  
Aim for 2-3 quality conversations, not 10 cards
- ☐ **Prepare your intro**  
10 seconds: name, what you do, one interesting hook
- ☐ **Think about what you can give**  
Intros, insights, resources you can offer
- ☐ **Dress appropriately**  
Match the context; when in doubt, overdress slightly

## DURING Quality over quantity

- ☐ **Ask open-ended questions**  
"What are you working on?" "What brought you here?"
- ☐ **Listen more than you talk**  
Aim for 70% listening, 30% talking
- ☐ **Find common ground**  
Shared interests, challenges, or connections
- ☐ **Take mental notes**  
Remember details to reference in follow-up
- ☐ **Offer value first**  
Share an insight, make an intro, recommend a resource
- ☐ **Exchange contact info properly**  
Phone + context, not just business cards
- ☐ **End conversations gracefully**  
"Let me not keep you - great meeting you"
- ☐ **Introduce people to each other**  
Be a connector, not just a collector

## AFTER This is where relationships are built

- ☐ **Send follow-up within 48 hours**  
"Great meeting you at [event]. Enjoyed our chat about [topic]"
- ☐ **Reference something specific**  
Show you were paying attention