**GCM2000 Week 5: Worksheet  
Networks and Networking**

**Part A: Your Personal Network**

1. Document your network. List 20 people that you know:

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1. Categorize your list to see where your network is plentiful, and where you need to expand your network:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Friends/Family | Alumni | Classmates | Other Personal | From Events | From Interviews |
| 1. | 1. | 1. | 1. | 1. | 1. |
| 2. | 2. | 2. | 2. | 2. | 2. |
| 3. | 3. | 3. | 3. | 3. | 3. |
| 4. | 4. | 4. | 4. | 4. | 4. |
| 5. | 5. | 5. | 5. | 5. | 5. |
| 6. | 6. | 6. | 6. | 6. | 6. |
| 7. | 7. | 7. | 7. | 7. | 7. |
| 8. | 8. | 8. | 8. | 8. | 8. |
| 9. | 9. | 9. | 9. | 9. | 9. |
| 10. | 10. | 10. | 10. | 10. | 10. |

*Work towards the goal of developing a list of 100 people, with 10 from each category.*

**Part B: Your Professional Network**

1. Identify key thought leaders in your industry:

|  |  |  |
| --- | --- | --- |
|  | Name | Notes |
| Key thought leader 1: |  |  |
| Key thought leader 2: |  |  |
| Key thought leader 3: |  |  |
| Key thought leader 4: |  |  |
| Key thought leader 5: |  |  |

1. Which are the top three professional habits of your thought leaders (e.g., speaking at conferences, attending events, publishing news articles)

|  |  |
| --- | --- |
| Professional Habit 1: |  |
| Professional Habit 2: |  |
| Professional Habit 3: |  |

1. Which professional associations are relevant to your industry? Are thought leaders involved in these associations

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| --- | --- | --- | --- |
|  | Name | Website | Thought leaders involved? |
| Association 1: |  |  |  |
| Association 2: |  |  |  |
| Association 3: |  |  |  |

**Part C: Networking Events**

1. Identify 3 networking events that you are aware of:

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1. Identify an event that you have recently attended, when and where it was, and how long you were there for:  
   *Note: If you have not yet attended a networking event, identify an event you intend to attend, when and where it will be, and how long you plan to attend for.*

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1. What research activities did you undertake to prepare for the event:

*Note: If you have not yet attended a networking event, identify the research you have conducted in advance of attending*

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1. How relevant was the event to your field and industry? If relevant or not relevant, why?

*Note: If you have not yet attended a networking event, identify how relevant this event appears to be based on its description.*

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1. List three people that you talked to that you did not know before you attended the event. Did you obtain their contact information?

*Note: If you have not yet attended a networking event, identify three people who have indicated they plan to attend (e.g., via Social Media, Meetup).*

|  |  |
| --- | --- |
| Name | Contact Information |
|  |  |
|  |  |
|  |  |

1. What did you do after the event to follow up with your new contacts?

*Note: If you have not yet attended a networking event, identify how you plan to follow up.*

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**Part D: Informational Interviews**

1. List five people you plan to conduct informational interviews with:

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| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

1. List someone that you recently conducted an informational interview with  
   *Note: if you have not yet completed, list the first person you intend to interview*

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|  |

1. How did you find this person? (e.g., through networking, social media, referral)

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1. How did you contact the person (e.g. telephone, email, social media)

*Note: if you have not yet completed, list how you intend to reach them.*

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1. When you contacted the person, what did you say? If email, copy and paste. If telephone, summarize your conversation.

*Note: if you have not yet completed, list what you intend to say.*

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|  |

1. Did they respond? Summarize their response.

*Note: if you have not yet completed, indicate how you expect them to respond.*

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1. What five questions did you (*or do you intend to*) ask them during the informational interview?

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| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

1. Actual (*or draft of*) you follow-up message:

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