Networks and Networking

# Part A: Your Personal Network

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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 five 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?**

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

# Part C: Networking Events

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

|  |
| --- |
| 1. |
| 2. |
| 3. |

1. **Identify an event that you have recently attended, when and where it was, and how long you were there for.**
2. **What research activities did you undertake to prepare for the event?**
3. **How relevant was the event to your field and industry? If relevant or not relevant, why?**
4. **List three people that you talked to that you did not know before you attended the event. Did you obtain their contact information?**

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

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

# Part D: Informational Interviews

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

|  |
| --- |
| 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)*
2. **How did you find this person? (e.g., through networking, social media, referral)**
3. **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)*

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 contacted the person, list what you intend to say)*
2. **Did they respond? Summarize their response.**
3. **What five questions do you intend to ask them during the informational interview?**

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

1. **Draft a follow-up message:**