

# Creating A Networking Plan

## Instructions

This worksheet will help you develop a clear and actionable networking plan by defining your goals and identifying key people or groups that can help you succeed.

### Part 1: Define Your Networking Goals

#### Step 1: Set Your Short-Term Networking Goals (Within the next 3-6 months)

These are things you can do right now to start building connections. Be specific and realistic about what you want to accomplish in the next few months based on your end goal - Is it to explore potential career paths? Learn more about your field of interest? Or maybe to build relationships that will help you land that future job.

#### Examples:

- Attend a virtual or in-person event like a career fair or industry meetup.
- Reach out to 5 people on LinkedIn who work in my desired field.
- Ask to meet with someone for an informational interview about their career path.

**What are 3 short-term networking goals you want to achieve?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### Step 2: Set Your Long-Term Networking Goals (1-2 years or more)

Think about where you want to be in the next few years—whether that's landing your first job, getting into the college of your dreams, or making connections with people who can guide you throughout your career.

#### Examples:

- Build a professional network in my field (e.g., connect with professors, professionals, and classmates).
- Find a mentor who can give me advice on my career.
- Join a professional group or organization related to my interests.

**What are 3 long-term networking goals that will help you reach your future dreams?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Part 2: Discover Your Key Connections

#### Step 3: Who Are the Key People You Want to Connect With? Think about these types of people:

- People already working in your dream career.
- Alumni from your school or people you admire.
- Mentors, teachers, or career counselors who can guide you.
- Influencers, speakers, or authors you follow in your field.

## Who are the top 3 people or types of people you want to connect with?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Step 4: Create Your Connection Plan

Once you've identified who you want to connect with, the next step is to think about HOW you'll reach them.

#### Connection Strategies:

- **LinkedIn:** Building a professional profile and sending connection requests.
- **Industry Events:** Attending virtual or in-person events like career fairs, conferences, or webinars.
- **Social Media:** Following and engaging with industry leaders on platforms like Twitter or Instagram.
- **Informational Interviews:** Reaching out to people for advice and learning more about their career paths.

## Part 3: Practice Reaching Out

### Step 5: Write Your First Outreach Message

It can be tough to know what to say when you reach out to someone for the first time. That's why it's important to practice your message so it sounds clear, professional, and respectful. Here's what to include:

- **Introduction:** Who are you, and why are you reaching out?
- **Purpose:** What do you want to achieve? Are you asking for advice, an informational interview, or a chat?
- **Personalization:** Why are you reaching out to *this* person in particular?

#### Outreach Message Draft:

### Step 6: Write Your Elevator Pitch

Combine your core values, strengths, and lessons learned to craft a concise and compelling elevator pitch. This pitch should effectively communicate an introduction, your goals, your story, your background or experience, and a request to connect. Use the Who, What, When, Why, Where, and How framework to assist you.

#### Elevator Pitch Draft:

Hi, I'm...

I'm interested in...

Because I'm passionate about...

My achievements include...

I'm located/ want to be located in...

I'm interested in discussing...