

The Ultimate Networking Checklist



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Know Yourself

- **Write down your career or interests**
- **Make an informal list of your skills**
- **Know your values**
- **Be able to talk about what you do**
- **Research industries/or who you would like to work with**



Professionalism

- **Conduct yourself as a Professional**
- **Speak Clearly, Confidently**
- **Dress Business Professional**
- **First Impressions Matter**
- **Use appropriate language**



Elavator Speech

- **Know what you plan to say in advance**
- **Do not overthink your introduction**
- **SMILE**
- **Give Business cards if in person (card that looks professional)**
- **What to say: State your name & Business name, where you are from, and what you do or how you help others**



Talk About What You Do

- **Share what you do with people you know - friends, relatives, use natural connections to seek out opportunities**
- **Do not be shy - become a “Known Entity”**
- **Share on your Social Media channels**
- **Create a professional presence on at least 3 social media platforms - ask for endorsements on the platforms from qualified sources**
- **Join or participate in Professional Organizations - in person & online**

**Hi my name is Lisa
Detoffol, founder of The
Networking Method
Academy.**



As a networker, you know that having a great network is one of the key elements of having a successful business. But finding your network can be overwhelming, confusing, and even intimidating. We have a positive and helpful solution to help you start building your network. We will do everything possible to assist you on your networking journey.

Contact Us Today to Learn more.

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