

How to Build your Professional Network: A Checklist

		YES	NO	UNSURE
1	I know my overall purpose for networking and how it fits with my goals for my career and work life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	I have clear short and long term goals that fit with my overall purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The approaches I use build on my personal strengths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	I make it as easy and efficient as possible by having a contact management system that works well for me and meets my needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	My system includes a reminder tool to help me with follow up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	I consider my contacts' preferences and make it easy for them to stay in touch with me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	I am confident in my materials, including my business cards and online profiles, and know that they are up to date and provide excellent support for my communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	I am prepared with the information I need to introduce myself to others in different contexts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	I practice a balance of listening and sharing information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	I show my appreciation for the members of my network on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	I review and update my goals periodically to reflect changes in my personal and professional life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	My networking enriches my life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[add your personal items ...]

Tip: Using this checklist.

- Read through the items and answer either “yes”, “no”, or “unsure”.
- List your “no” answers. Which item seems most important? Which is easiest?
- Begin with something that is both important and manageable, and decide what you will do and when. It may help to break it down to smaller steps.
- When it's done, check the box. Choose another step to do next.

Looking for More Help? Questions about networking, or other career & work life issues?

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