50 TIPS FOR NETWORKING

1. Develop friendships. A popular business thought is, "Who you know is just as important as what you know."

2. Network. A network is a circle of friends or professional colleagues who support one another. Members learn from and help each other.

3. Try to meet new people who have accomplished some things that you want to achieve. Ask for their advice. They may provide you with the resources and influence to improve your future.

4. Turn to your network for advice, help and recommendations.

5. Discover how networking works. People prefer to help their friends or the friends of their friends.

6. Identify your goals and resources. Know where you want to go and what it takes for you to get there. Your family, friends, neighbors, teachers and religious leaders are great contacts. If they cannot help you, they know someone who can. Ask and you shall receive!

7. Commit yourself: only you can build your own solid support system. Don't be shy. Your first few attempts at networking may feel awkward but, with experience, this will pass.

8. Know that networking is never-ending; one contact leads to many more. With each link you add to this chain, you create more opportunities for yourself.

9. Expand your contacts to include those outside your social, religious, economic, and ethnic group.

10. Talk to people in a field that interests you. Go to job sites, visit trade union halls, and speak to the carpenters, plumbers and electricians who know the industry. Those with experience in a particular trade should be able to answer your questions, give advice and provide valuable contacts.
20. Make contracts among the customers you serve. Be friendly, greet them by name.

19. Build a solid reputation as an honest hardworking person. Arrive early, listen carefully, cooperate, and leave late. Make this your first priority.

18. Visit your neighborhood retailers or professional headache and offer to volunteer.

17. Network to get your foot in the door. It is a powerful tool.

16. Get to know as many people as possible and let them get to know you. They can't help you if they don't know you.

15. Recruit new customers and keep in touch with old ones. Good business people don't wait for clients to find them.

14. Note that when doctors and lawyers need a second opinion, they rely on their close colleagues (people they know either socially or professionally). You should do the same.

13. Challenge yourself to add at least one or two names to your list each week.

12. Spell his name wrong.

11. Develop a plan. Make a list of trusted family members and friends whom you feel comfortable asking for help. Smile and be friendly, wherever you are using public transportation, attending a sporting event, or even walking down the street. Use every occasion to make new contacts.

20 Tips for Networking (Cont.)
21. Create opportunities to meet people: join a club or sports league, participate in religious functions, or attend neighborhood crime watch meetings. Interact with others and become a contributing member of the groups you choose. You will rarely be noticed if you blend in with the furniture.

22. Volunteer at a hospital, church, summer camp, youth organization or community event during your free time. While others are watching TV, playing video games or hanging out, you will be building a successful future.

23. Take the first step and introduce yourself to other people. Talk to them and learn from their experiences. You will often discover opportunities that you would not know of otherwise.

24. Practice introducing yourself. Show people the confidence you have in yourself. Stand up straight, make eye contact, and smile. Be the first to offer your hand. Introduce yourself: “Nice to meet you. My name is Jackie Smith.” If you use positive and friendly body language, people will have faith in you and what you have to say.

25. Be friendly and respectful. Make every effort to get along with everyone you meet.

26. Be aware of your appearance, words, and actions. Package yourself as a professional and others will view you as such.

27. Stress the positives and avoid the negatives. Nobody likes to be around a complainer.

28. Hand out your own business cards. Let your contacts know how to reach you. When you invest in business cards and thank-you notes, remember to use them. Also, think of them on holidays and birthdays. This is another way to keep in touch.

29. Follow up. When you meet someone you would like to know better, call or send a note. Let him know he is important to you.
39. Talk to your contacts; they may know someone who works in your area of interest.

38. If you meet someone who can't help you himself, follow up with: „Do you know someone else who may be able to assist me?“ Keep at it. If you need something, contacts in the community can direct you to opportunities.

37. Call on neighborhood businesses or service providers that you or your family won't get.

36. Let your family, friends, and contacts know what you need. If you don't ask, you won't get.

35. Have a phone ready when looking for a job. Consult the local Chamber of Commerce; they have use when looking for a job. Consult the local Chamber of Commerce; they have

34. Show your appreciation by writing to someone who has helped you. Your thank-you note should arrive within 48 hours after the appointment.

33. Be willing to give as well as receive. Networking is a two-way street; people are more likely to help you when they don't feel used.

32. Ask your supervisor for a letter of recommendation and if you may use him as a job reference when any job ends.

31. Send notes, make calls, visit and visit our those that don't help.

30. Organize the information you have on each person as your support system grows.

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50 Tips for Networking (cont.)

40. Do your homework and thoroughly research the company before you interview for a job. Consult family, friends, and the company’s current and former employees and use their knowledge to your advantage. For larger corporations, consult the reference section of your library. Hard work pays off.

41. Note that employees often know of job openings in their company before they are advertised. The challenge is to network your way to the employer for whom you want to work. Use your contacts to get a personal introduction.

42. Make it as easy as possible for the person you’re contacting to help you. Any request should come at his convenience.

43. Use your contacts only when you truly need their help. Constantly asking for favors only annoys important contacts.

44. Newspapers, libraries and book stores can tell you when important people come to town. Often, famous artists, writers, and other professionals promote their books and offer free seminars to those interested in their field.

45. Try to develop new friends and contacts while on vacation.

46. Note that political leaders regularly communicate with their circle of friends.

47. Set your networking goals, create a schedule, and write down—step by step—what you must do to accomplish your goals.

48. Buy a daily planner and use it as a personal contact system. Note whom you met and when you should follow up. Refer to it first thing each morning.

49. Ways to build a successful network are limited only by your imagination.

50. Be patient, work with your contacts, and remain upbeat. Don’t give up. Never stop networking.