

Top Ten Tips For No-Excuses Networking:

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- 1) Make sure you are “camera ready”: Appearance counts.**
- 2) Have your business cards in an accessible pocket, rather than locked up in a wallet or purse.**
- 3) Extend your hand quickly to meet new colleagues. Use a firm enthusiastic grip.**
- 4) Say your name clearly and audibly so your conversational partner can understand it.**
- 5) Prepare a snappy and short--20 second max—tagline about who you are and what you do.**
- 6) Ask open-ended questions (“How did you get into this field?”): prepare some in advance.**
- 7) Really listen! Later, note some personal specifics about your new contact: Pets, sports, kids, etc.**
- 8) When offered someone else’s card, look at it graciously and handle it carefully: It’s a gift.**
- 9) Keep in touch with clippings, cards, email links, and invitations, if you want to develop relationship.**
- 10) If you say you’ll call, e-mail, send something, or have lunch, keep your promise, and act quickly.**