

# 50 networking tips



CULTIVATE CURIOSITY | ASK QUESTIONS

# Networking Defined

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1. You are always networking – at the grocery store, your church, your place of business, and your children’s school.
2. There is no difference between social and business networking.
3. Introverts and Extroverts can use the same techniques to meet people.
4. Networking is about asking questions, then listening to the answers.

## Contact Cards (formerly called Business Cards)

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5. Include your name, address, phone number and email address.
6. The back of your Contact Card serves as place for the recipient to write notes regarding your interaction . . . keep it blank.
7. Keep your Contact Cards in at least three places . . . you should NEVER be in a position where you do not have one to exchange.
8. Throw out the clear business card notebook holders. Purchase a contact program for your home computer.
9. Keep information from all Contact Cards you receive. You may not need the service now, yet people are considered powerful when they are able to link people with others.

## Shaking Hands

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10. Always extend your hand when you are greeting someone or being introduced.
11. Look at the nose or above or eyes when greeting someone as you are shaking hands.
12. Make sure the web between your thumb and index finger meets the web of the other person’s hand.
13. Squeeze the hand firmly.
14. Say your name as you shake hands with the other person.
15. Make sure your hand is warm, even if it means rubbing it in your pocket as you enter an event.
16. Teach your children how to shake hands well. It’s a skill that will serve them throughout their lives.
17. When seated at a table, both men and women should stand to shake hands.
18. Men have been taught to wait to see if a woman extends her hand, so women make sure you extend your hand immediately.
19. Shake hands as you are about to leave a conversation.

# Reading Newspapers Is Important

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- 20. You need to know where events are being held.
- 21. Reading the paper gives you things to talk about with people.
- 22. Read the large ads – usually they are announcing events.
- 23. Read a large metropolitan paper and your local suburb paper.
- 24. Sunday's Business Section in most papers includes a listing of business related events for the upcoming week.

## Nametags

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- 25. Wear your nametag on your right shoulder.
- 26. Make sure it is easy to read from a distance.
- 27. Keep the nametag simple – avoid spelling out company names.
- 28. When handwriting a nametag, use only your first name.

## Conversation Starters

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- 29. What great thing happened to you recently?
- 30. Great pin. Does it have a story behind it?
- 31. I noticed you have a personal management system. Do you like it?
- 32. How do you know the host/hostess?

## Event Tips

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- 33. Eat before you go to an event.
- 34. Wear something that makes you feel terrific.
- 35. Arrive during cocktail time.
- 36. Plan to meet no more than three people during an hour event.
- 37. The easiest person to approach is the one standing alone.

## Time To Move On

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- 38. No special excuse necessary. Just say you need to move on.

39. Ask for their Contact Card. Give them yours.
40. Smile and shake their hand.
41. Put their Contact Card in a place that will not mix with yours – possibly your other pocket.
42. Write on the back a note to remind you what you talked about.

## Contact Notes

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43. Purchase cards with matching envelopes.
44. Handwritten notes are most effective and create a good impression.
45. Your note does not need to contain more than three sentences; one sentence should refer to something you talked about.
46. Enclose your Contact Card with the note.

## Follow Up

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47. If you said you would be calling in your note – call.
48. Make sure you note in your contact program that you wrote a note.
49. When you see something about them in the newspaper, send it to them.
50. Meet them at another event – mention the newspaper article again – people love it when you bring up an accomplishment again. Better yet, mention the newspaper article as you introduce them to someone.



### About Kathy Condon:

*A published author and Executive Coach certified in Performance Coaching, Kathy Condon travels the world inspiring others as an international speaker and trainer. She is driven by a distinct purpose to motivate others to achieve their full potential. You can contact Kathy by email at [kathy@kathycondon.info](mailto:kathy@kathycondon.info) or phone (360) 695-4313. Start each week on a positive note and sign up for Kathy's "Weekly Wisdom"—her popular Ezine offering insights and thought-provoking comments about current events, business communications and career issues at [www.kathycondon.info](http://www.kathycondon.info).*