

## **Sarah's Top 10 Networking Tips**

Over the years as a professional recruiter, marketing director and career transition consultant, I have collected a top 10 list of networking tips. These 10 tips have come from various sources but all are proven to be highly effective.

1. Be open-minded. Everyone is a potential network source (i.e., hair dresser, doctor, accountant, travel agent, neighbor or golfing buddy) Don't ever eliminate someone as a potential network source before you've talked to them. Remember the 3 foot rule!
2. Send follow-up notes and thank you's to people who have helped you with a connection or after meeting with them.
3. Go to your network wheel and contact 2-3 new people each week to stay connected. Don't ask them for anything except for how you can be a resource to them.
4. Accept all invitations to attend meetings, parties, and conferences even when you may not know anyone that will be there. See if you can get a list of who will be there so can find bridges and connections that will help you "break the ice" when you introduce yourself.
5. Be as specific as possible with your network contacts. Target which industry, company or person you're trying to get in front of so they can help you with the 6 degrees of separation.
6. Seek involvement. Don't just join an organization and pay your annual dues. Seek out where you could offer your expertise and assistance...Get involved!
7. Return every phone call and email you receive throughout your life.
8. Don't be a network user and don't commit network "drive-bys". Help others get what they want first.
9. Network for life, don't just network for the moment.
10. Develop a powerful introduction that tells people what you do and how you do it. This is the most important and least expensive marketing tool you need.