

NETWORKING TRACKER

- As you attend events or connect with new contacts via email and social media plug their names into this networking spreadsheet. Then use it to keep track of people to follow up with; that way their information is easily accessible (and stored in one place).

- Every few months skim through this list and drop a note to those people you haven't talked to in a while. Besides being good relationship building, the majority of jobs are found from connections like these.

Adapted from Jenny Blake, LifeAfterCollege.org

▷ **NAME**

EMAIL	PHONE	COMPANY	WEBSITE	HOW WE MET
TO-DO? (NEXT STEPS)	DATE OF LAST CONTACT	METHOD OF CONTACT	FOLLOW UP?	NOTES

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