

KNOW YOUR NETWORKS **WORKSHEET**

THINK **OUTSIDE** THE BOX

PERSONAL Write down your ideas of who to contact and how (reach out by phone, email, Facebook, letter-writing, fundraising events)

Family	<ul style="list-style-type: none"> ➤ Go beyond your immediate family <ul style="list-style-type: none"> • Who did you see at the last holiday party or reunion? 	
Friends	<ul style="list-style-type: none"> ➤ Include friends from other periods of your life <ul style="list-style-type: none"> • Grade school, high school, college, graduate programs ➤ Informal groups or clubs <ul style="list-style-type: none"> • Book clubs, poker night, Connections Groups, intramural sports groups, networking groups 	
Distant Contacts	<ul style="list-style-type: none"> ➤ Review wedding or shower guest lists ➤ Your holiday card list ➤ Sorority/fraternity sisters/brothers ➤ Ask your ALF event coordinator for past campaigns, donor lists, or team rosters ➤ Anyone who you recently supported in a charity event of their own 	
Community	<ul style="list-style-type: none"> ➤ How are you involved in your community? <ul style="list-style-type: none"> • Volunteer activities/organizations • Your children's activities • Civic or religious organizations • Facebook groups • Connections on social media 	
Daily Activities	<ul style="list-style-type: none"> ➤ What does your average day or weekend look like? ➤ What businesses do you frequent? <ul style="list-style-type: none"> • Coffee shops, grocery stores, dry cleaners, gyms, salons and doctors 	

PROFESSIONAL Write down your ideas of who to contact and how (reach out by phone, email, Facebook, letter-writing, fundraising events)

Co-workers	<ul style="list-style-type: none"> ➤ Ask outside your department or direct contacts <ul style="list-style-type: none"> • Outlook contacts, office directory ➤ Former co-workers from previous jobs or positions 	
Business	<ul style="list-style-type: none"> ➤ Who do you regularly interact with? <ul style="list-style-type: none"> • Clients, partners, vendors ➤ Where does your business regularly spend money? 	

- **Review your LinkedIn Network**
- **Think of different organizations whose meetings you attend regularly**
 - *Chamber of Commerce, Municipal meetings*
- **Networking groups**
 - *Industry groups, professional development*