



# Business Worksheet





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## To Immediately Boost Your Networking Capabilities:

### 1) **Create a list of 100 people who you can network with.**

Most people can reach 50 or so then need a little guidance...

- Friends
- Family
- Old Colleagues
- People you have been emailing recently
- Vendors you currently use (i.e., plumber, contractor, hair dresser, etc.)
- Others you have met at business events
- Parents at School
- Parents at extracurricular activities

**\* CREATE YOUR LIST ON THE ATTACHED SHEETS \***





Personal Errand and Concierge Services

**Name**                      **1st Contacted**      **Met Where?**                      **Priority (A,B,C)**

| Name | 1st Contacted | Met Where? | Priority (A,B,C) |
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## Once You've Created Your List, Factor In How You Want To Stay In Touch.

### For Example:

- ❖ Follow up with A's once every 2 weeks
- ❖ Follow up with B's monthly
- ❖ Follow up with C's quarterly

What will work best for your business?

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Choose one specific day as a "follow-up" day and then commit to the "day" in your calendar. What day will you choose?

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### 3 Things You Should Do Each and Every Day To Maximize Your Relationship In Half The Time:

The **importance of this section** if to stay **TOM!**  
(What's TOM you ask? **Top Of Mind!**)

**By Staying TOM when the need arises, people will immediately think of YOU:**

- Reach out and share something with 3 people each and every day.  
**BRAINSTORM:** What can you send? (a letter, article, link, etc.)

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- Send a card to one person every day (just say hi or thank you).

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- Connect two people every day (make an introduction between two people who can potentially work together or connect a lead with a service provider).

**\* YOU ARE IMMEDIATELY SEEN AS A PROBLEM SOLVER \***

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**\* BONUS IDEA! \***

**After An Event:**

(Allow for time after the event to follow up. Build into your calendar.)

- 1) **Follow up** within 24 hours
  - Typically build in 30 min. after each event for follow-up
  - Create a generic follow-up email to use, then add “specifics” to it
- 2) If Synergy and a connection, **schedule a coffee date** in person if possible within the next 30 days.

*(When I first started out, I made a list of 10 people each and every month to have a coffee date with. I did this for an entire year, but it worked!)*

- 3) **Add these people to your follow up list** - - whether a CRM or your email newsletter.

**Not sure what to send:**

This post has 5 fantastic ways to keep relationships going!

<http://www.inc.com/jeff-haden/5-powerful-notes-to-write-that-will-change-your-life.html?cid=sf01002>