

## NETWORKING worksheet

**P**lease take the time to consider the people you know in all areas of your life. They are your potential personal and professional network, and can lead to the best information and job leads for you.

Your network includes people from all parts of your life, ranging from personal services to neighbors to colleagues and family. Surprising as it is, the average for this list is 80-100 contacts! And many of your most effective leads will come through your network.

There is a theory that you can meet anyone you want to with seven contacts or fewer. Creating links between those you know and those you want to know is the challenge of networking. You can form the contacts you need to secure information or leads to interesting work.

Suggestion: Try spending twenty minutes a day for a few successive days adding to this list so that you truly identify all those who can be part of your network. As you do this, you will probably keep finding new contacts to add that you had overlooked the first time. The number of people we know is truly amazing!

	Name	Work Site	Type of Work
<b>Family</b>			
<b>Friends</b>			

# NETWORKING worksheet, continued

	Name	Work Site	Type of Work
<b>Neighbors</b>			
<b>Colleagues/Work</b>			
<b>College Friends</b>			
<b>College Alumnae/i</b>			
<b>Interest Groups/Hobbies</b>			
<b>Religious Groups</b>			
<b>Community Groups</b>			
<b>Sports Teams</b>			

# NETWORKING worksheet, continued

	Name	Work Site	Type of Work
<b>Neighbors</b>			
<b>Doctors/Dentists</b>			
<b>Lawyers/Accountants</b>			
<b>Board Members</b>			
<b>Volunteers</b>			
<b>Travel Contacts</b>			
<b>Teachers/Professors</b>			