

12 WAYS TO STAY IN TOUCH WITH OLD CONTACTS



Using an Organized and Consistent Approach

1) Within the next 30 days, Go through old emails and see if there are names and emails of people who stand out.



2) Within the next 30 days, start a Microsoft Excel sheet and call it Contacts.

3) In your calendar, write down to text, email, or call 2 to 5 people from your contacts to check in and see how they are doing.

4) Within the next 30 days, start another Excel sheet for just birthdays.



5) Check social media postings once every day.

6) Decide on the number of people you want to contact each week. If you are super busy, make a plan to contact 5 of your contacts each week.

7) Write holiday cards to people - set a high goal for how many you want to do by planning ahead and getting organized one month before a major event.

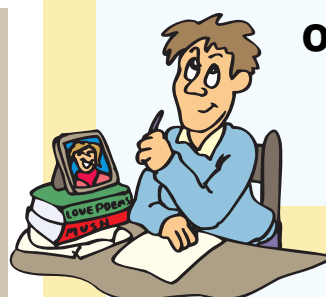


9) Go through some of your friends' contacts on social media.



10) In your calendar, write down "send 2 thank you cards," each month between now and the end of the year.

8) If you have work emails for people, transport those to the Contacts Excel sheet so in case you leave the organization, you still have people's contact information.



11) Attend events to which you are invited even if you can only stay for an hour and leave.

12) Lastly, if you hear someone is sick, has a sick family member, or is going through a tough time write in your calendar to remember to touch base again in a few days, a week, or two weeks.

