

CREATE YOUR PEOPLE NETWORK

If you surround yourself with people that build you up, you're going to become great. Make a concerted effort to connect with people that will support you as you work toward your goal or that you can learn from to be better at moving toward that goal.

YOUR GOAL

TRAINER

5 People you know
who encourage you and build you up

1. _____
2. _____
3. _____
4. _____
5. _____

FRIEND

5 People you sought out
who have achieved a similar goal

1. _____
2. _____
3. _____
4. _____
5. _____

MENTOR

5 People referred to
you who can help you reach your goal

1. _____
2. _____
3. _____
4. _____
5. _____

TEACHER

COLLEAGUE

COACH

NEGATIVE PEOPLE
People that put you down



FOLLOW UP

Say thank you and follow up with support offered

ASK FOR HELP

Share your goal and be specific about what you need

TAKE NOTES

Be prepared to write down important advice

BE ON TIME

Arrive early and have your questions ready

RESOURCES AND ORGANIZATIONS

Create a list of resources and organizations that can help you reach your goals. Set up an appointment with these organization to see how they can help you reach your goals.

1.	_____	_____	_____
	ORGANIZATION	CONTACT PERSON	HOW THEY CAN HELP
2.	_____	_____	_____
	ORGANIZATION	CONTACT PERSON	HOW THEY CAN HELP
3.	_____	_____	_____
	ORGANIZATION	CONTACT PERSON	HOW THEY CAN HELP
4.	_____	_____	_____
	ORGANIZATION	CONTACT PERSON	HOW THEY CAN HELP
5.	_____	_____	_____
	ORGANIZATION	CONTACT PERSON	HOW THEY CAN HELP

BE ACCESSIBLE

Be accessible for your network to share opportunities with you and always reply to your contacts within 24 hours.

**Phone**

When people call you and you don't answer, do you ask them to leave a voicemail message and let them know you will return their call?

**Email**

When you email people do you have a signature block that shares your contact information and links to professional profile pages?

If you have a smart phone, use it as the center for all of your communication strategies (E.g. Phone, Email, Social Media, SMS). Schedule meetings through your phone and set-reminders to prepare ahead of time for the meeting.