## **BDU Networking Meeting Checklist**



centers of influence, including questions to ask and key information to uncover, to make sure that you maximize networking opportunities.

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## BUSINESS DEVELOPMENT UNIVERSITY

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NETWORKING MEETING CHECKLIST		
	Questions	Notes
	Review how you met/ connected	
	How much time have you put aside for today?	
	Other than getting acquainted is there anything specific you wanted to make sure that we discussed today?	
	Tell me about yourself	
	What did you do before you were at your prior position?	
	What do you attribute to your success?	
	What are your top 3 goals/ initiatives/ priorities for the upcoming year?	
	What are you doing to address those?	
	What's working? What's not working?	
	Out of your 3 goals, what's the most important?	
	Find out their profile for their ideal client	
	Ask who they want introductions to/ who are good referrals?	
	Uncover their ideal referral sources	
	Offer for them to check out your LinkedIn contacts	
	Mention one or two people that you will connect them with	
	Discuss potential synergies	
	Review your background	
	Describe your ideal connections	
	Ask for specific introductions	
	Express gratitude for any referrals or additional business	
	Set up next step	

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