



## NETWORKING MEETING CHECKLIST

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