

NETWORK WITH INTENTION

A Simple Networking Prep Tool for Meaningful Connections

Networking isn't about collecting contacts — it's about building relationships.

Use this checklist to walk into every event prepared, confident, and ready to connect with purpose.



Setting The Stage: Before The Event

Preparation Sets The Tone

- Add the event to your calendar
- Set reminders (day before + 1 hour before)
- Block time after the event for a personal debrief and any follow-ups

The Toolkit:

- Notepad (digital or physical)
- Business cards (digital or physical)
- Phone charged
- LinkedIn / website updated
- Resume or portfolio saved digitally

Elevator Pitch (30–45 sec)

Be ready to share:

- Your name
- What you do (clear + simple)
- Who you help or what you're passionate about
 - *Think impact.*
- What you're open to right now
 - Projects, Collaborations, etc.

Practice until it feels natural, not scripted.

**Tip: Focus on the "Why" behind your work to spark deeper conversation.*

Set Your Intention: • Who do I want to meet? • What do I want to learn or offer?
• How can I support others?

Let's Connect: During The Event

- **Be present and engaged:** To be intentional, you have to be fully present!
- **Ask thoughtful questions:** These will keep you on the forefront on their minds!
- **Take quick notes after conversations:** Debrief before moving on to stay organized and intentional.
- **Focus on quality over quantity:** It's not about the amount of people met, it's the impact.

The Afterglow: After The Event

- **Send a personalized follow-up within 24–48 hours:** Commit to the follow up! Timing is of the essence. You don't want to lose the spark made.
- **Reference something from your conversation:** Thoughtful questions asked and referring to your notes make this a cake walk!
- **Connect on LinkedIn or social platforms:** Think of continuous visibility and long term connection.
- **Save notes for future touchpoints:** Highly recommend transcribing digitally for permanence and easy searching on-the-go!
- **Schedule a coffee chat if aligned:** This can be virtual or in-person.



Remember: You belong in every room you enter. Show up prepared. Leave connected.