

Achievement Dynamics Institute

Tips for Successful Networking Events

- 1. Personal nametag ready to go.**
- 2. Have plenty of business cards in your possession.**
- 3. Resource table materials or a flyer with a stand-up holder**
- 4. Arrive early, (this will help you mentally own the event)**
- 5. Expect to have a successful event, (event + perspective = reality)**
- 6. Know your purpose, (be careful not to lose focus).**
- 7. Mentally be prepared to be proactive in meeting people.**
- 8. Be sincere, relaxed and don't forget to smile.**
- 9. Be helpful to others, (introduce people, help folks feel comfortable)**
- 10. Keep an eye out for loners, (they may have temperament challenges)**
- 11. Continue to bounce a bit during the "meet and greet" period.**
- 12. Be sincerely interested in what others say (actively listen)**
- 13. When it's time, sit where there is the least number of familiar faces.**
- 14. Have curiosity and power statements ready to go.**
- 15. Don't talk too much about yourself, your products, or your service.**
- 16. Stay focused on your mission.**
- 17. Enjoy the process and don't forget to have fun!**
- 18. Organize your new leads and send a warm follow-up within 24 hours.**
- 19. Sort into CRM and follow-up appropriately for each classification.**
- 20. Reload your networking materials. Cards, Flyers, Name Tag, etc...**

Possible checks - 20

Actual checks achieved at this event_____ Recommit to checklist for next event.

Event _____ Today's Date _____