



# Sharpen Our Skills

**It's all in the follow-up!**  
**S.O.S. Class 8**  
**February, 2017**

## Improve your Networking Skills-Top 10 Steps to Follow Up

1. **Follow up.** Do it within 24 hours. Find out how you can help your contact. Meet for coffee within a week.
2. **Take notes.** Write on their business card that you received write brief notes about the person you spoke to and what you talked about.
3. **Connect.** Email is how we all do business. (KISS) LinkedIn is your professional reputation. When you send a request to connect, remind the person who you are and how you met. It's good to be social.
4. **Use your calendar.** Use your calendar to set up a follow up or use your CRM system.
5. **Keep it short.** Keep your message short and to the point. Ask how you can help them?
6. **Host an event.** Schedule a meet up with a few clients and invite to make a deeper connection.
7. **Send a note.** "Congratulations on your grand opening, or Congratulations on the award! Best wishes for your continued success!"
8. **Be positive.** "A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty." ~Winston Churchill
9. **Help Others.** Its all about connections and how you can help them.
10. **Keep Networking.** Continue to reach out and make connections.

