

# SHSU GradKat – Networking Chart examples

Remember to keep track of who you connect with including the following for each person:

- Name
- Title
- Company
- Contact details (phone, email, etc.)
- Who referred them to you
- Who they referred you to
- Time, date and location of meeting/call
- All follow up including:
  - When you plan to follow up and how
  - a thank you note
  - when and how you actually follow up

Sometimes multiple connections will connect you to the same person. Don't be afraid to let all parties know.

Be open to connecting others with each other as well.

The more you share your network, the larger your own network will grow.

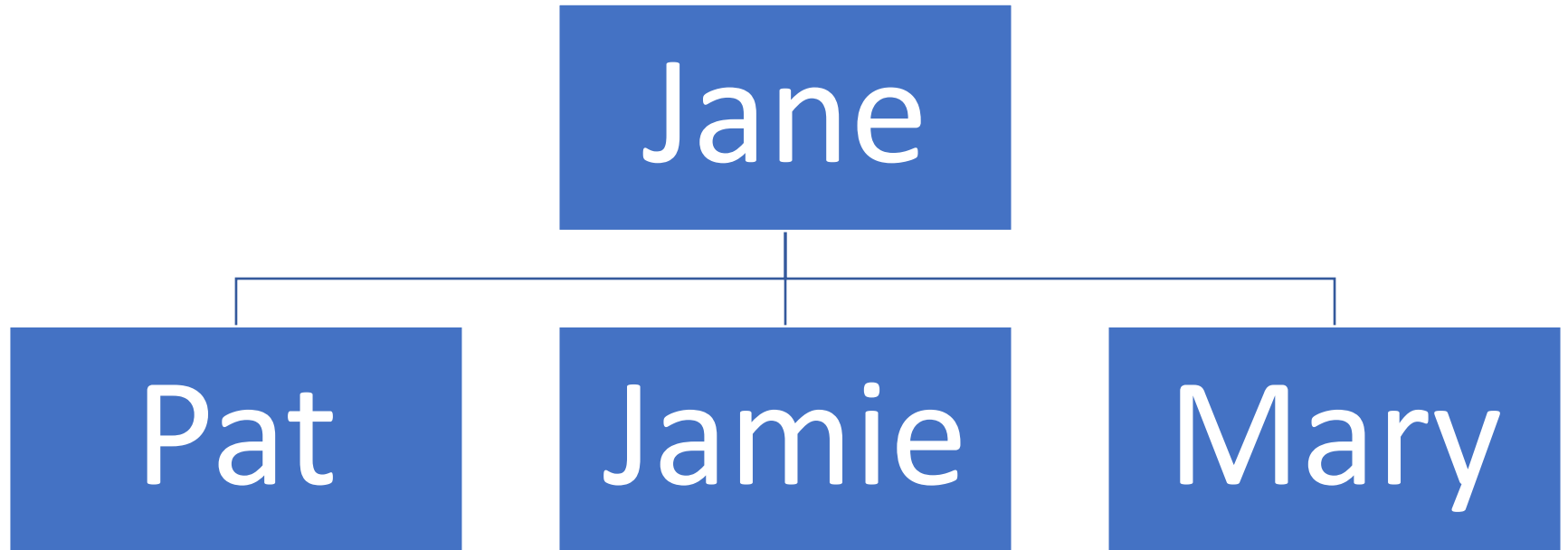
Use the system that works best for you:

- Flow chart
- Spoke & hub
- Excel
- Word
- Notes

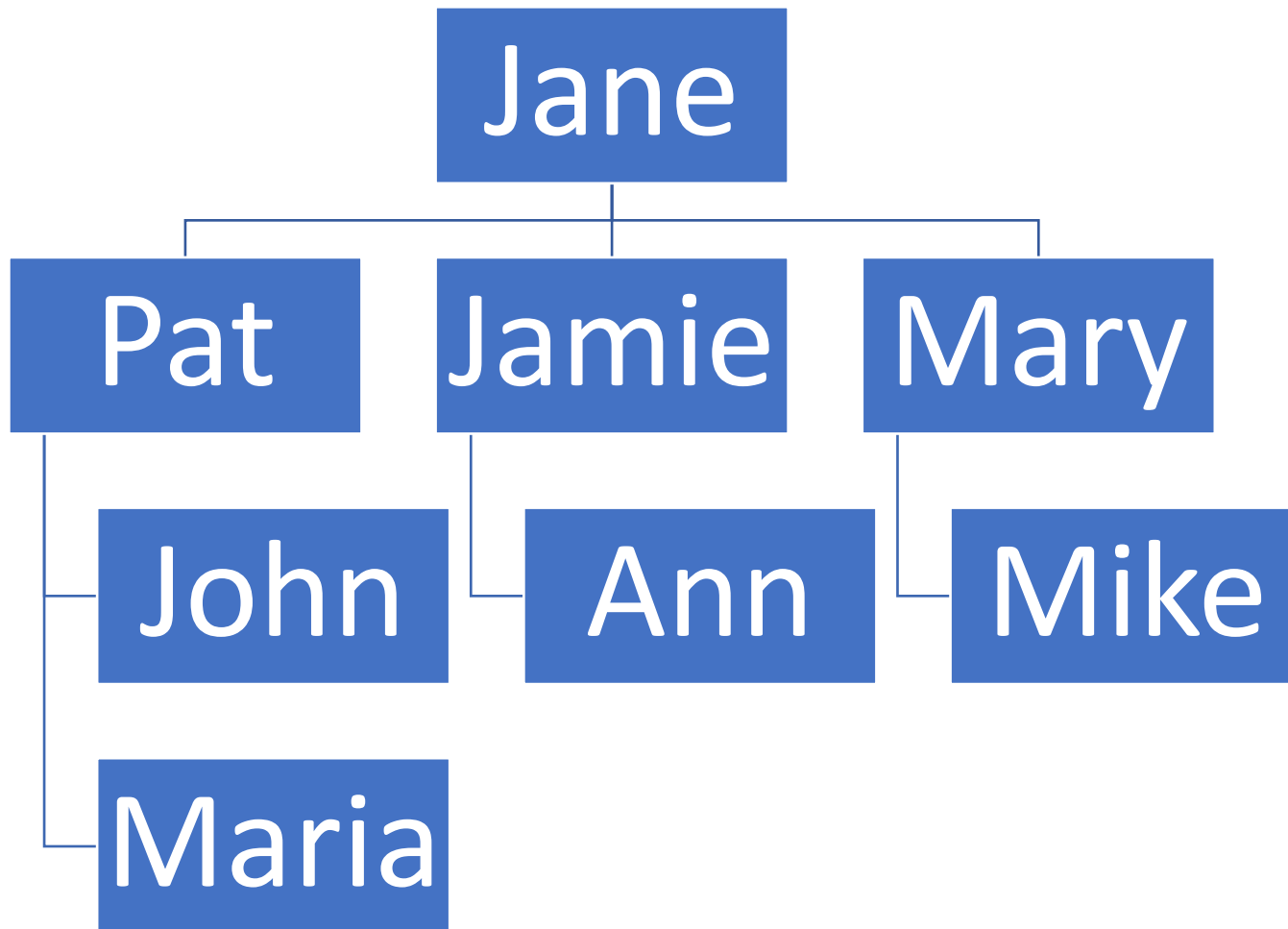
Keep your data close by and easy to access:

- Computer
- Planner
- Posterboard
- Mobile device or ipad

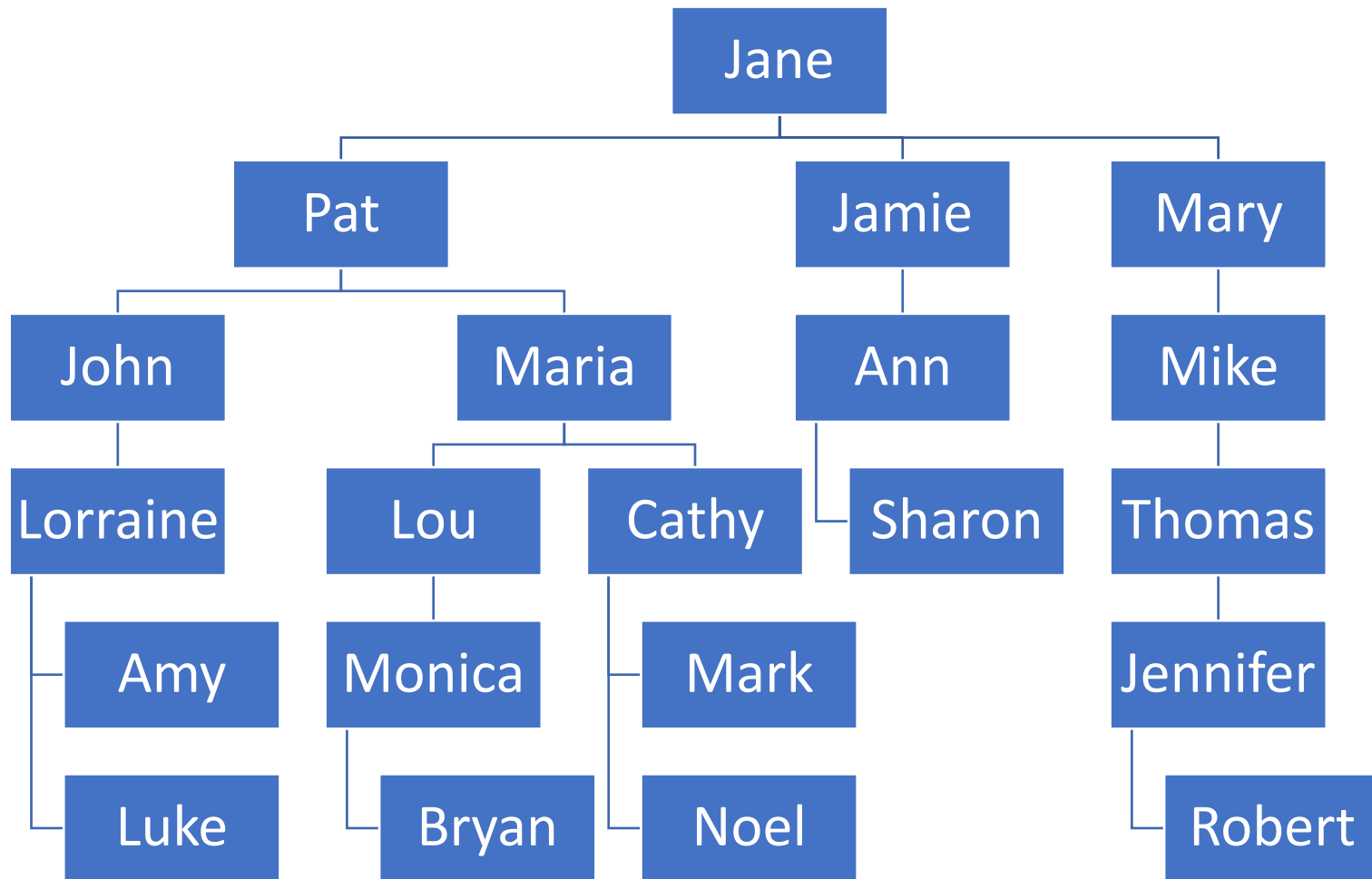
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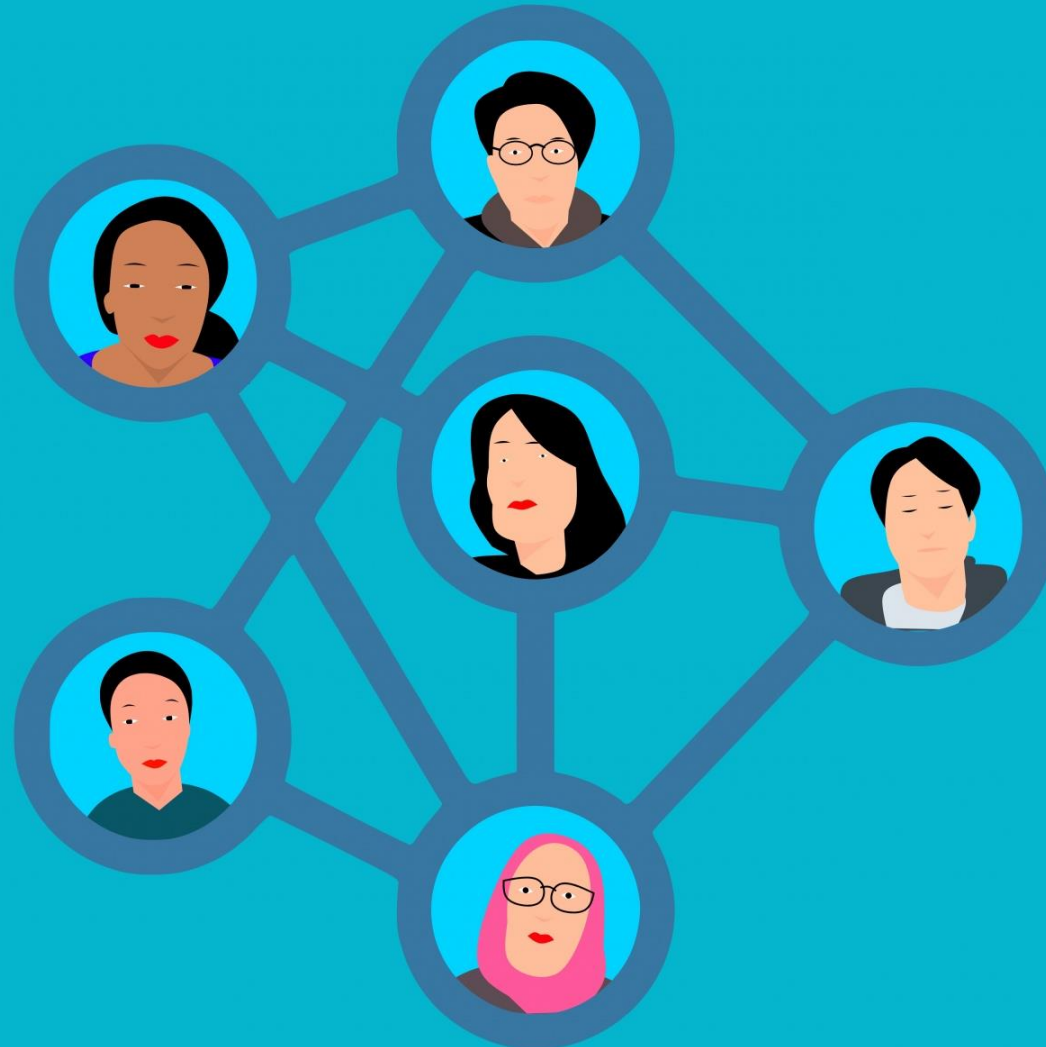
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