



## **NETWORKING TIPS FOR SUCCESS**

1. Always wear your name tag on the right side--that way when shaking hands, someone will easily read your name.
2. Communicate in the language of your listener. What's in it for him or her?
3. Have a host/hostess attitude when clients come visit your firm.
4. Introduce new contacts to one another. Be a connector.
5. Never sit next to an empty seat--make sure you provide yourself with an opportunity to meet someone new.
6. Attend meetings/events with an objective in mind: meet one new person with whom you'll stay in touch; introduce a contact to someone new; invite a client to join you and network.
7. Make notes on the back of new contacts' business cards and give to your assistant to enter into your Outlook or other database contacts. Keep in touch at least twice a year.
8. Mind the 80/20 rule. Listen 80% and speak 20% of the time.
9. Be prepared to give, not get.
10. Follow-up, Follow-up and Follow-up. Your competitors are weak in this area also and following up will serve you well.