

YOUR NETWORKING PROFILE

Rate yourself on a scale of 1 through 5.

1=Never 2=Occasionally 3=Regularly 4=Frequently 5=Always

Know Your Own Power as a Networker

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| Rating | |
| | 1. I know the values and principles that are important in my life. |
| | 2. I can list five major accomplishments that I am proud of in my life. |
| | 3. I am clear about my expertise and the resource I can be for others. |
| | 4. I have given up the Lone Ranger mentality. |
| | 5. I know my own power as a networker. |
| | 6. I have a written list of long-and short-term goals that I review and revise regularly. |
| | 7. I have a network diagram that represents the magnitude and diversity of my network. |
| | SCORE |

Be Gracious and Courteous as You Network

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|--------|---|
| Rating | |
| | 8. My presentation professionally represents who I am and what I do. |
| | 9. I introduce myself in a way that is clear, concise and personable, and that generates interests. |
| | 10. I am at ease in groups and use conversation generators effectively. |
| | 11. I reintroduce myself to people rather than waiting for them to remember me. |
| | 12. I focus on people as they are introduced to me so that I remember their name and who they are. |
| | 13. I am comfortable playing host at networking events. |
| | 14. I am comfortable promoting and creating visibility for myself and my business. |
| | 15. I am gracious and courteous with everyone I meet. |
| | SCORE |

Handle Business Cards with Respect

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| Rating | |
| | 16. My business cards are attractive and representative of who I am and what I do. |
| | 17. I have sufficient business cards handy for each situation. |
| | 18. I give out my business cards appropriately. |
| | 19. I make notations on business cards that I receive as memory joggers and follow-up reminders. |
| | SCORE |

Nurture Your Network with Acknowledgments

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| Rating | |
| | 20. I receive and give acknowledgments daily. |
| | 21. I acknowledge the people who inspire me whether or not I personally know them. |
| | 22. I nurture my network with calls, notes, and gifts in a timely and appropriate manner. |
| | 23. I have personalized notecards. |
| | 24. I graciously receive and accept acknowledgments and support. |
| | SCORE |

| Manage Yourself as a Resource | |
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| Rating | |
| | 25. I have established an effective system for organizing and retrieving my network. |
| | 26. My business card file is organized and up to date. |
| | 27. I use a time management system effectively. |
| | 28. My daily action list is completed each day with items transferred or checked off. |
| | 29. I do what is in front of me rather than creating more items on my action list. |
| | 30. I return phone calls within twenty-four hours. |
| | 31. I organize my thought before making a phone call to referrals, leads, or people in my network. |
| | 32. I say no to events, activities, and meeting that drain my time, energy, or focus. |
| | 33. I prepare for networking events in order to maximize the opportunity. |
| | SCORE |
| Be Effective with Your Requests | |
| Rating | |
| | 34. I ask for and use the support of others. |
| | 35. I make requests of my network in a clear, concise, and nondemanding manner. |
| | 36. I consistently find opportunities to ask, "Who do you know who...?" |
| | 37. I follow up promptly on leads. |
| | 38. I gain value from every contact. |
| | SCORE |
| Create Visibility Through Participation | |
| Rating | |
| | 39. I am a member of a professional organization. |
| | 40. I serve on a committee or board of an organization. |
| | 41. I regularly give referrals to and make requests of my network. |
| | 42. I am aware of and use the "three-foot rule." |
| | 43. I consistently reevaluate and add to my network. |
| | SCORE |
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| Develop a Personal Networking Approach | | | | | |
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| Rating | 44. I trust and follow my intuition. | | | | |
| | 45. I am committed to the success of the people in my network. | | | | |
| | 46. I am known for the high level of service I provide. | | | | |
| | 47. I am an active and perceptive listener. | | | | |
| | 48. I operate with integrity and professionalism in all my interactions and endeavors. | | | | |
| | 49. I approach each contact and opportunity with an open mind. | | | | |
| | SCORE | | | | |
| Network to Enhance Your World | | | | | |
| Rating | 50. I am known as a powerful networker with an established and resourceful network. | | | | |
| | 51. I use networking to benefit myself and others personally as well as professionally. | | | | |
| | 52. I keep my network in the forefront of my thinking. | | | | |
| | 53. I am a role model for power networking. | | | | |
| | 54. I see the world as one big network. | | | | |
| | 55. Networking is a way of life for me. | | | | |
| | SCORE | | | | |
| Maintain High Touch Through High Tech | | | | | |
| Rating | 56. I am proficient in using technology for powerful and effective communication and networking. | | | | |
| | 57. I use appropriate etiquette for voice mail, E-Mail, and the Internet. | | | | |
| | 58. I keep my voice mail and E-Mail messages short, simple, powerful, and easy to respond to. | | | | |
| | 59. I navigate the Internet to gather information, find opportunities, make connections and be a resource to others. | | | | |
| | SCORE | | | | |
| | TOTAL SCORE | | | | |
| | SCORE | | | | |
| | 295-247 | Powerful | 209-174 | Resourceful | 137-102 Timid |
| | 246-210 | Effective | 173-138 | Branching out | 101-59 Lone Ranger |
| Adapted From: | Power Networking, 59 Secrets For Personal & Professional Success by Donna Fisher and Sandy Vilas | | | | |
| ACTION PLAN: | | | | | |