

30 Days Networking Plan That will Change Your Life

A great networking plan that should take you no longer than 15-20 minutes each day to complete.



- ☐ 1. Write down your goals.
- ☐ 2. Create a networking action plan.
- ☐ 3. Tell someone.
- ☐ 4. Find people for informational interviews.
- ☐ 5. Block off time in your calendar each week to network.
- ☐ 6. Make a list of people you have lost touch with.
- ☐ 7. Make a 2x2 list (or a 4x4 list if you are very determined!) and contact these people.
- ☐ 8. Do research on the people you don't know.
- ☐ 9. Write out the questions you will ask during the informational interviews.
- ☐ 10. Review your interview outfits.
- ☐ 11. Research professional organizations and sign up for one this month.
- ☐ 12. Go out to lunch with a co-worker, classmate or friend you don't know very well.
- ☐ 13. Call a family member you haven't spoken to in a while.
- ☐ 14. Follow companies you are interested in on LinkedIn and see how you are connected with employees.
- ☐ 15. Update your LinkedIn page and ask for recommendations.
- ☐ 16. Write in your journal about what you have learned so far.
- ☐ 17. Go back to your college and find alumni contacts.

- ☐ 18. Try a new social activity.
- ☐ 19. Plan ahead for your 4x4 for next month.
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- ☐ 21. Make a master list of all of your contacts.
- ☐ 22. Send thank you letters. Follow up with everyone that you have met so far and thank them.
- ☐ 23. Let your friends and family know your goals.
- ☐ 24. Ask to have a meeting with your boss.
- ☐ 25. Review your resume and make changes based on conversations you have had this month.
- ☐ 26. Stay in touch with LinkedIn.
- ☐ 27. Go to the library or bookstore and buy a book about networking.
- ☐ 28. Wake-up 15-20 minutes earlier.
- ☐ 29. Create a binder or folder on your computer with all of your networking documents and emails.
- ☐ 30. Write down what you learned this month in your journal and CELEBRATE.

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