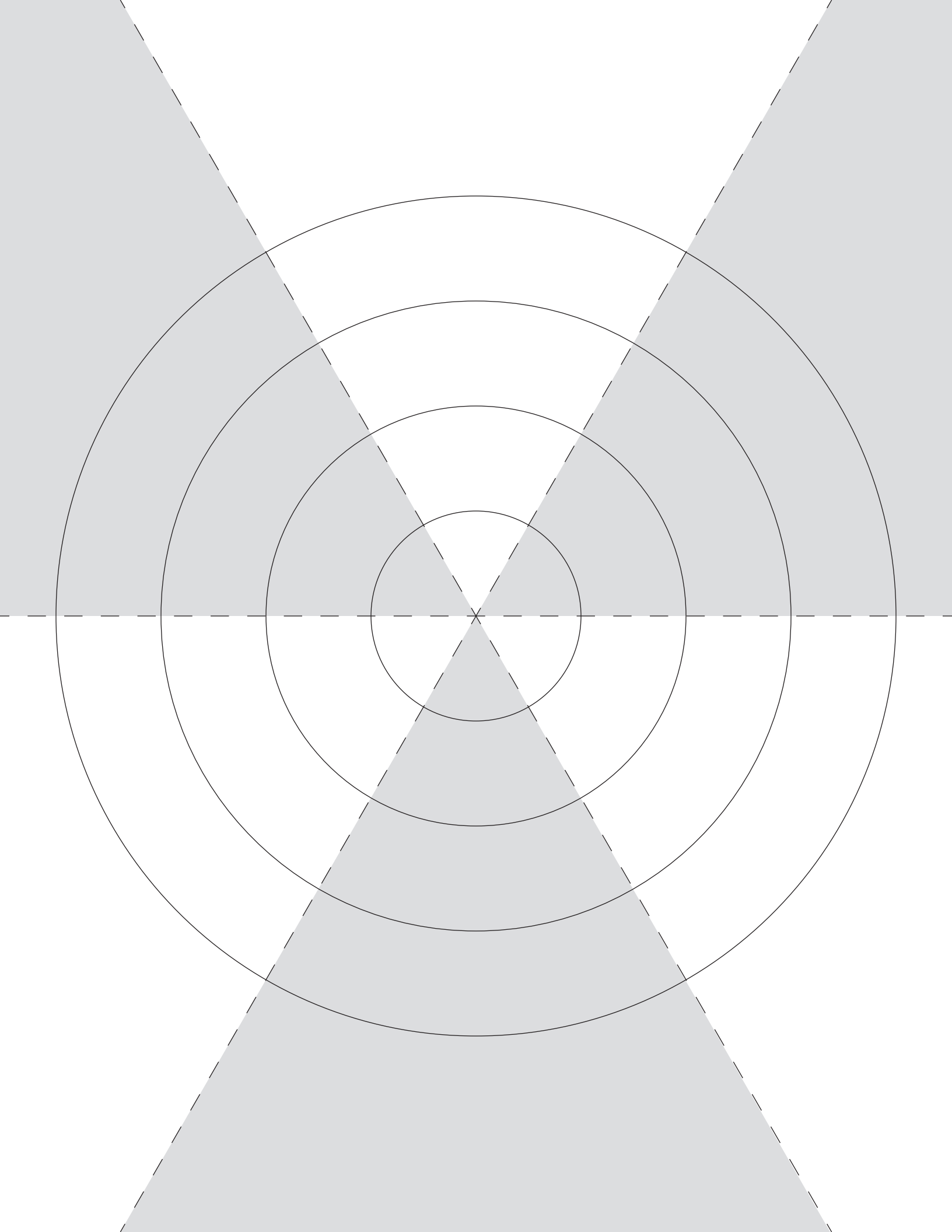
PITFALLS & STRATEGIES

IDENTIFY YOUR PITFALLS	**DEVELOP STRATEGIES FOR SUCCESS**
Arriving late	Do your research on attendees: Who will be there?
Talking only to people you already know	Set goals for networking: Who do you want to talk to? How many contacts do you want to make?
Hanging out alone by the refreshments	Self-reflect before you get there. Who are you? Why are you there? What do you care about?
Not prepared to socialize	Identify what you can offer: compliments, gratitude, connections, perspective
Not prepared to talk about yourself	Arrive early so you have time to navigate logistics AND mingle before the event
Monopolizing conversation	Shift your mindset: you are there to meet new people! Be the host, not the guest.
Clinging to one conversation	Ask questions and listen. Be aware of your own chattiness level.
Showing up was your only goal	Work the room. Avoid taking a seat until you are asked to do so. Stay active and move around.
Others:	Others:



MAPPING YOUR NETWORK

WHO DO I GO TO FOR SOCIAL OR INFORMAL COMMUNICATION? *(personal sharing, venting, gossiping)*	**WHO DO I GO TO FOR ADVICE?**
WHO DO I GO TO FOR PROBLEM-SOLVING?	**WHO DO I GO TO FOR ACCESS TO OTHERS WITH KNOWLEDGE, SKILL OR POSITIONS OF POWER?**
WHO DO I GO TO FOR RELIABLE INFORMATION?	**WHO DO I GO TO FOR CAREER ADVANCEMENT?**

Network Analysis

What do you observe about your network make-up? Size and characteristics such as gender, senior, peer, junior, functional area, ethnicity, other characteristics you note? _____

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Are there gaps in your network? Where?_____

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How connected is your network? Who in your network is connected to each other? _____

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How might you build your network? What areas do you want to focus building your network? _____

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