

Networking Follow-Up Checklist

- Follow up within 24 hours after the meeting.
- Personalize your message with something specific you discussed.
- Connect on LinkedIn and/or Facebook with a short note.
- Share a helpful resource, article, or referral.
- Schedule a one-on-one meeting for deeper connection.
- Record notes about the person and your conversation.
- Check in periodically without being pushy—provide value consistently.