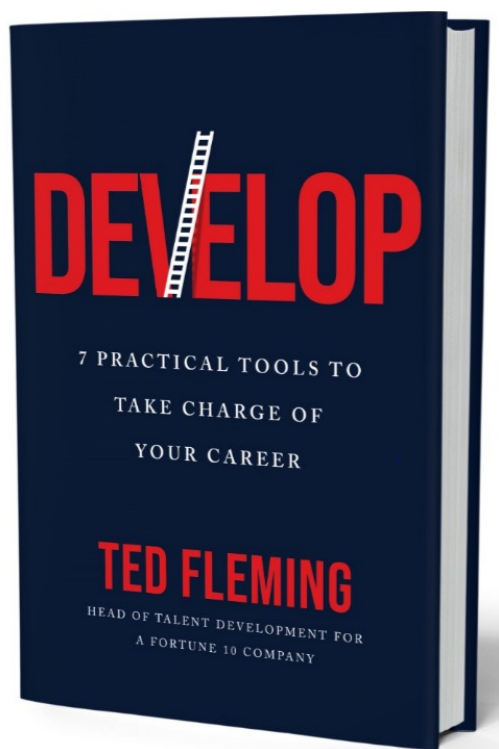


NETWORKING TOOLKIT



“*Develop* is the rare book that will help each reader tap into their unique talents, while also acknowledging their unique challenges, as they forge a path toward personal success.”

— **ELEASE WRIGHT**
vice chair of the National
Academy of Human Resources

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INSTRUCTIONS

Tool: Networking Quadrant / Networking Map

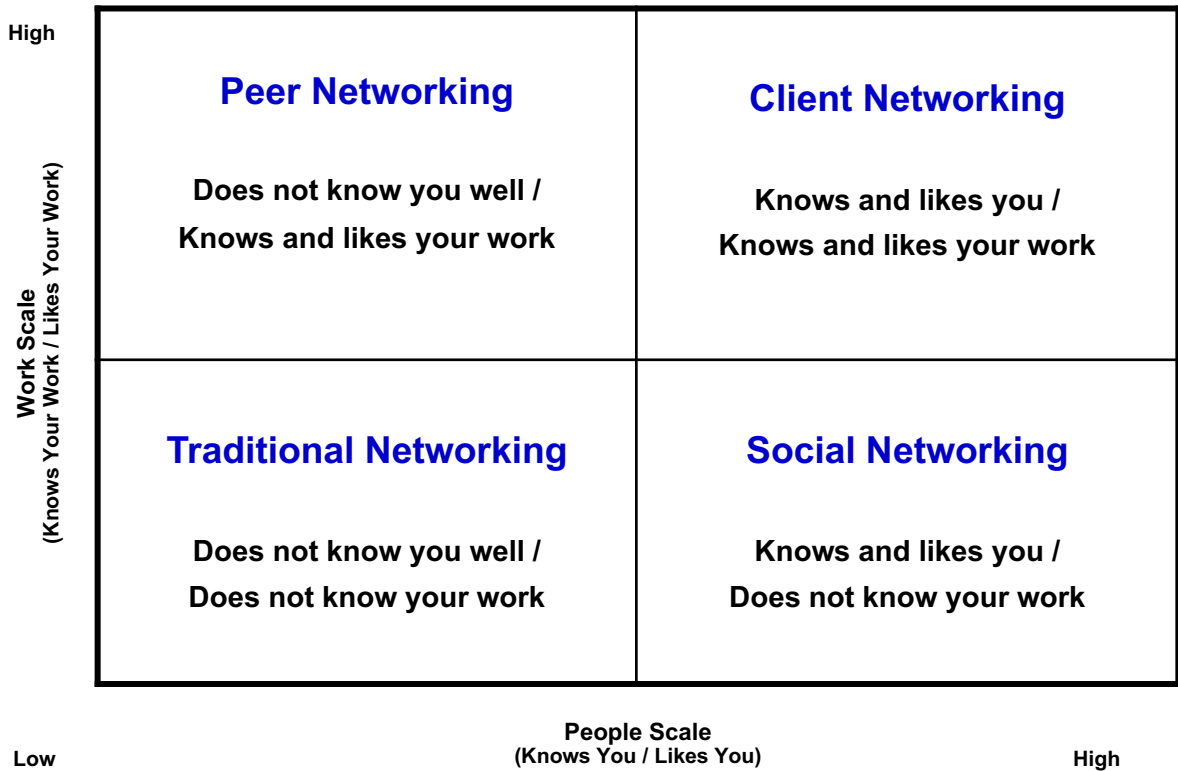
Purpose: Network the right way by focusing the right amount of time in each quadrant.

Instructions: External Job Search: complete your power ten by identifying three peers, five clients, one social contact and one “wow” person (defined as someone who could get you the opportunity you want).

Internal / Career Development Networking: complete your networking map by identifying two people in each quadrant.

Schedule a minimum of one 30-minute networking discussion each month. At the end of each meeting, ask for a referral / introduction to another person.

NETWORKING QUADRANT



NETWORKING POWER TEN

	Peer Networking (30%) (Does not know you well, but knows and likes your work)
1.	
2.	
3.	
	Client Networking (50%) (Knows you well, and knows and likes your work)
4.	
5.	
6.	
7.	
8.	
	Social Networking (10%) (Knows you well, but does not know your work)
9.	
	Traditional Networking (10%) (Does not know you or your work well)
10.	

	Example (Name, Company, Role)
1.	Jane Doe: Acme, Inc., Vice President of Sales

NETWORKING MAP

<p>Industry Networking (Increase Business Acumen)</p> <p>People within your industry / Build business acumen</p>	<p>Company Networking (Expand Internal Contacts)</p> <p>People inside and outside your department / Expand internal contacts</p>
<p>Role / Job Networking (Grow Functional Knowledge)</p> <p>People with same role inside and outside your industry / Become subject-matter-expert</p>	<p>Social Networking (Tap Into Other's Networks)</p> <p>People in your social circle / Expand external contacts</p>

NETWORKING MAP

	Industry Networking (Increase Business Acumen)
1.	
2.	
	Company Networking (Expand Internal Contacts)
3.	
4.	
	Social Networking (Tap Into Other's Networks)
5.	
6.	
	Role/Job Networking (Grow Functional Knowledge)
7.	
8.	

	Example (Name, Company, Role)
1.	Jane Doe: Acme, Inc., Vice President of Sales