

## Top Ten Tips for Successful Networking

1. *Be respectful of other professionals, the wait staff and time allotments.*
2. *You are here to share your talents and business savvy with others; please allow your fellow members to have the same opportunity; refrain from talking during individual introductions.*
3. *Membership in a professional networking organization comes with certain responsibilities. Many members have expertise that often times spans several categories and an overlap of skills is to be expected. Be mindful that women join representing one specific business or field of endeavor. Your networking organization works to insure and protect your chapter membership in your particular area with the goal of helping you grow your business among that membership. Please honor this relationship.*
4. *To truly be a good communicator, learn to listen. Sixty-second introductions provide YOU with the opportunity to discover potential ways of doing business with someone or offer a possible lead or connection. Respect the sixty-second platform and remember it is an overview. Follow-up networking allows you to expand your abilities to interested individuals.*
5. *Cell phone etiquette ~ silence phones and refrain from checking email during the meeting. If you must make a call or respond to an email, step outside and take the call in private.*
6. *Nametag etiquette ~ in any situation, business or social, nametags should be worn on the right shoulder for easy reading. When you shake a person's hand your line of sight automatically goes to their right shoulder. Nametags worn on the right side allow you to maintain good eye contact when speaking with that person.*

*(continued on the reverse side of this card)*

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7. *If time is of the essence then make arrangements to pay your bill ahead of time. Once your order is taken simply ask for the check at that time. This allows you to enjoy your meal and leave whenever necessary.*
8. *Body language communicates volumes so be conscious of your unspoken words. Crossed arms, a blank expression, lack of eye contact and a slouched position tell your presenter you are simply not interested in what they have to say. Regardless of your level of interest, please be respectful of both yourself and them by being attentive. Wouldn't you appreciate the same thoughtfulness being extended to you?*
9. *Business cards represent you. When someone asks for your card be sure it speaks for you in the manner in which you wish to be represented. It should be clean, with no bent edges, and presented proudly. Be sure your card faces the person who is receiving it so they can, at a moments' notice, grasp your name, title and company. When you are on the receiving end of a business card, take a moment to look at it. This brief pause will help you connect the person to their business card and more importantly, it honors them because you are taking the time to acknowledge it and them.*
10. *Professional connections in part, rely upon you. Always look for opportunities to expand your network by extending invitations for others to join in. Everyone brings an expansive community with them in who they know, have worked with and would refer to others.*

*"To have respect for ourselves guides our morals; and to have a deference for others governs our manners"*

*~ Lawrence Sterne (1713-1768)*

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