10 Networking Tips

- **Introduce yourself.** Nobody will know who you are if you don’t tell them.

- **Be yourself.** Don’t try to be someone that you aren’t, it will only hurt you later.

- **Repeat people’s names.** Saying their name out loud both helps you remember it and shows them you’re listening.

- **Ask questions.** The only way to get to know someone or an organization is to ask questions.

- **Pay attention to body language.** Strong eye contact and positive body language will show you’re interested in what they have to say. Notice their body language as well to know when it might be time to walk away.

- **Don’t be afraid to join in on conversation.** If you have a comment, join in. Speaking up gives you a chance to introduce yourself at the end of your comment if you haven’t already.

- **Engage in meaningful conversation.** Being involved in the conversation will help you remember key details for later and leave a positive impression so the other person will remember you.

- **Don’t “work the room” too much.** It’s better to get to know a few people really well that will remember you than to talk briefly with everyone and have nobody remember you afterward.

- **Be conservative with business cards.** Don’t hand them out to just anyone. Make sure it’s someone you connected with and is going to remember you.

- **Follow up with your connections.** A relationship isn’t built on just one meeting. Connect on social media or through email and let them know you enjoyed meeting them and want to continue the conversation.