The Networking Survival Guide
Get the Success You Want by Tapping into the People You Know - Diane C. Darling

### WHAT IS NETWORKING?

| Networking is the concept of gaining through giving. |
| Networking is a verb, not a noun. |

**From your first conversation in the morning until your last conversation at night, you are networking.**

### WHAT KEEPS YOU FROM NETWORKING?

- When I meet someone, I don’t know what to say
- I feel as if I’m bothering people
- What method is best?

Best practices are like new shoes: The more you wear them, the more they become made just for you.

### REASONS WE NETWORK

- **You need other people in your life, and they need you.**
  - How did you find that good professor, good apartment, restaurant, etc…?
  - When you know the right person to get a task accomplished, and he or she returns your phone call, you save
    - Time
    - Money
    - Energy

### THE “PRESENT”

The word present is extremely important in networking. It has multiple meaning, and all of them are relative to networking.

- You need to be present…If you are speaking with someone in person, he or she is your priority.
- Pre-sent _ before you can be present, you need to do you preparation work.
- Last but certainly no least, remember that the word present also means gift. When you are networking, you are a gift to that person and she or he to you!

### WHY THE OTHER PERSON SHOULD CARE

- What is in it for me? **There is some benefit for both parties.**

When you network, you are asking others to vouch for you. Your behavior reflects on them. If they recommend you for a job and you do well, they look great!

Turn over for Rules of Networking
Rules of Good Networking

1. **Be Open.** Be open to new ideas, opportunities and people. There could be answers and magic in everything and everyone.

2. **Be prepared.** "Success in networking, is when preparedness meets opportunity." Learn the skills you require to network effectively.

3. **Give just to give.** Don't give with the sole purpose of getting something back.

4. **Treat everyone as equals.** There is no real value in title or prestige alone. Value is in the information and support people can give, and that often comes from surprising sources. A network is not a bureaucracy or a hierarchy. It is a level and fair playing field.

5. **Ask for yourself.** If you need help, ask! It sounds simple but far too many people don't do it. Your closest associates often don't help you when they might, because you don't tell them what you need.

6. **Say thank-you.** Thank the people who have helped you.

7. **Commit.** **Commit yourself to following through.** Work hard. Networking takes time. Only you can do your own work. Don't abuse others by receiving their help then refusing to act on it.

8. **Be courteous.** **Listen to others when they speak.** Don't monopolize the conversation. Get to the point quickly.

Who makes up your Network?

Everyone in your life is part of your network, and it's probably bigger than you think. They can all help you and you can help them.

1. **Family.** Look at each family member as a well-rounded individual with skills and backgrounds. You can tap into their knowledge and their networks.

2. **Friends.** Your friends have skills you may not be aware of. Ask. They have their own networks. Ask to be introduced.

3. **Neighbors.** Your physical proximity gives you a unique chance to develop closer ties. Find out who your neighbors are. You know you already have one thing in common - your choice of residence.

4. Professional in your Field ([Classmates](#)). You may not work directly with them, but you share the same career choice. You can advise and support each other over common issues.

5. **Co-workers.** You likely spend more waking hours with these people than you do with your family or friends. How well do you really know them? Find out more. You may be able to help each other.

6. **Clubs or Association Members.** If you are involved with any community or professional associations or activities, you have a ready-made network. Most people join these groups to meet others. The door is already open.

7. **Volunteer Groups.** One of the most prevalent reasons people volunteer is to meet others and to feel a part of something. Get to know your fellow volunteers better.

8. **Acquaintances.** You meet dozens of people in work and social settings. Don't waste these opportunities. Ask each person you meet to tell you more about themselves. Friendships often begin this way. Good networks always do."

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