

**Networking Self-Assessment:**  
**5 Key Competencies for Personal and Professional Success**

Rate yourself on the following networking competencies: 1= I could do this much more effectively, 3= I do this effectively at times, 5= I usually do this very effectively.

**Identify Your Goals**

I can easily articulate my professional/business goals.	1	2	3	4	5
My networking goals align with my professional/business goals.	1	2	3	4	5
I have a clear, concise and concrete networking plan.	1	2	3	4	5

**Brand Yourself**

I understand the key elements of personal branding.	1	2	3	4	5
I give those I meet a positive reason to remember me.	1	2	3	4	5
I've devised tangible ways of staying in touch with those I meet.	1	2	3	4	5

**Develop Your List of Contacts**

I have prioritized and organized my contact list.	1	2	3	4	5
I have set up a "greeting" schedule.	1	2	3	4	5
I have specific goals for contacting and adding people.	1	2	3	4	5

**Reach Out**

I have identified groups and associations that align with my goals.	1	2	3	4	5
I maintain a professional personal and online profile at all times.	1	2	3	4	5
I give back to others and to organizations on a regular basis.	1	2	3	4	5

**Follow Through**

I review my goals on a weekly basis, and change them as needed.	1	2	3	4	5
I set specific goals for developing and following up with contacts.	1	2	3	4	5
I know how I can successfully use my personal and professional contacts in the future.	1	2	3	4	5

Excerpted from "Networking for Personal and Professional Success", © 2009  
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