



# NETWORKING CHECKLIST

## DEFINING YOUR NEW PEER GROUP

To build expertise, gain valuable information, get helpful feedback, and lead better, you need to establish a new “peer” group of people you can learn from (Note: follow confidentiality rules).

### PEER LEADERS

List the names of people who lead teams similar to yours. Set up an opportunity to meet.

| Name | Position | Date to Meet |
|------|----------|--------------|
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#### Things to talk about:

- What are your teams doing that impact each other?
- What meetings or information sources have been helpful to them?
- What processes that you share can be improved?
- How are they handling challenges similar to the ones you have?
- What tools or techniques can you share?

### THE “CUSTOMER”

List the names of your “customers”, what you produce that they use. Go meet them.

| Name | Position | Date to Meet |
|------|----------|--------------|
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#### Things to talk about:

- What are their needs, their problems?
- How satisfied are they?
- How else could you support them?
- Who else should you be talking to?

### MENTORS

List the names of at least two people who are or could become mentors to you.

| Name | Position | Date to Meet |
|------|----------|--------------|
|      |          |              |
|      |          |              |

#### Things to talk about:

- Talk about personal goals and aspirations, set targets
- Establish an accountability partnership to keep you on track
- Get their objective thoughts on leadership challenges you face