In *Power Your Career: The Art of Tactful Self-Promotion at Work*, Developing Strategic Relationships is one of the three key strategies. The how-to's are included in section 2 of the book, as well as in the downloadable documents, *A Networking Plan for a Year* and *A Fast Start Networking Guide*, on our TactfulSelfPromotion.com website.

As with any project, an organizing system helps to manage it and make it happen. This is especially true if you are trying to build a network rapidly. This simple tool can save you time (and embarrassment): when the phone rings and someone says that they are returning your call and you can't remember who they are, being able to find them quickly on a contact list can save the day. Some of our clients have called this phenomenon "ENS" — Excessive Networking Syndrome!

You can use Microsoft Word, Excel, or more sophisticated contact management system. It needs to fit your own style — something that you will use daily and weekly. You just need to be able to sort by first or last name, and add people as you expand your network. You will notice that there is a "Next Date to Contact" column. This tool needs to be paired with a calendar/tickler system so that you will remember the action you wanted to take. Or, on a weekly basis, you can sort by "Next Date to Contact" so that you know who should be on your list for the next week or month.

EXAMPLE CONTACT LIST

LAST NAME	FIRST NAME	TYPE OF CONTACT*	EMAIL ADDRESS	PHONE NUMBER	LAST CONTACT DATE	NEXT DATE TO CONTACT	NOTES* Where/when did you get this name? What names did you get from this person? What did you commit to doing as follow-up? What other notes do you want to remember about this person?
Johnson	Mary	A			11.1.15	2.15.16	Search person specializing in ____. Got name from Pete Smith. Wants to be contacted by email every 90 days.
Latimer	Reginald	B			10.15.15	3.1.16	Thought he could be helpful, but out of the country until 2.1.16. Said to call him about 3.1.16.
Wenger	John	B			12.1.15	6.1.16	Gave names: Catherine Jones, Jerry Smith, Jim Burke. Include him in group email twice a year.
Jones	Catherine	A			12.15.15	3.15.16	Got name from John Wenger. Very helpful in connecting with engineering firms. Would like to stay in touch.

* Type of contact could be: by priority, e.g., A, B, C; or by type of contact, e.g., Acquaintance, Ally, Advocate; or by how you know this person, e.g. church, ABC company, DEF company, soccer parent, high school friend, search firm, etc.). You can leave this blank until you've used your system for some time and learn what kind of information is helpful to you in building and maintaining your network.