

Worksheet for Goal Setting for Each Networking Event Attended

Date _____ Name of Group or Event _____

☐ Recurring or ☐ One-time Event?

If recurring, what goal(s) did you set the last time you attended this group or event?

1. _____ Achieved? Y or N

2. _____ Achieved? Y or N

3. _____ Achieved? Y or N

If you have circled "No" for any of your previous goals, what was the reason you were not successful?

Is this a goal that you will set for this event? Y or N

If this is a one-time event, is it appropriate to set event goals? Y or N

If not, why are you attending? _____

Suggested goals for this event:

Goals for this Event

Actual Results

1. What categories of people do you want to meet?

1. _____

2. How many?

2. _____

3. What is the reason for meeting them?

3. _____

4. What is your opening question when you meet them?

4. _____

5. Did you schedule a later appointment?

5. _____

6. Who will attend this event with you?

6. _____

7. Why is this person attending?

7. _____

8. Who will you introduce this person to at the event?

8. _____

9. What leadership position will you play at this event?

9. _____

10. Plan for follow up with the people you meet?

10. _____

11. Expected cost of the event? (Entry fee, drinks, raffle tickets, etc.)

11. _____

12. How much time must you budget for this event? (Time at event, travel, etc.)

12. _____