

confidence
clarity
purpose
impact
growth
guidance



INSPIRE TO EXCEL

CAREER SERVICES

Empowering women to achieve *authentic* success™

Professional Relationships Checklist: Connect with Authenticity and Purpose

Building meaningful professional relationships isn't about collecting contacts—it's about creating genuine connections that enrich your career journey and allow you to contribute to others' success. Use this checklist to approach networking with confidence and purpose.

Prepare Your Foundation

- Define your professional story and current goals
- Update your LinkedIn profile and other platforms
- Create a simple system to track your connections

Build Your Strategy

- Identify 3 types of connections you want to make
- Research relevant professional groups and events
- List ways you can provide value to others

Make Connections

- Reach out to former colleagues and classmates
- Join professional groups aligned with your interests
- Schedule informational conversations monthly

Nurture Relationships

- Follow up after meetings with specific references
- Share relevant articles or opportunities
- Celebrate others' accomplishments

Maintain Momentum

- Schedule regular connection check-ins
- Offer help before asking for favors
- Keep your network updated on your journey

Remember

- Quality connections matter more than quantity
- Everyone has value to offer
- Authentic relationships grow naturally

Ready to build your networking skills? Learn about our specialized relationship-building training at <https://www.inspiretoexcel.com/services>. **Let's get growing!**