



Pre/post/in-meeting checklist

“You get out what you put in” is a phrase particularly suited to networking. Here is a list of activities that will help you get value from ONLE - or indeed any networking - and help you create a community that provides endless support for you and your business.

Pre/during and post-meeting

- Practice your intro. What words grab attention? Is it succinct? Does it attract the right person?
- Prepare a call to action for the I ONLE section (a specific connection/ask/offer etc).
- Think about the previous month, what dealings have you had with members of your group? Have you passed or received business/help that you can mention/credit?
- Have links/text prepared to share in the chat.
- Be ready to start on time. Get the meeting link, a drink, sort your lighting and microphone, print the attendee sheet etc.
- Turn off distractions - it's 90 minutes to step away from working in your business and be part of the ONLE community. You get out what you put in! Plus people will notice if you're distracted.

During

- Make notes - it helps you to stay engaged and gives you a reference for later.
- Pay attention and show you're paying attention.
- When you deliver your intro, watch the room for keywords/information that cause people to nod/take notes. Can you use this information to adjust what you say in future?
- Listen! Write down others' call to action and any follow up activity you need to action.

Post-meeting

- Action any follow up activities immediately e.g. if you told someone you were going to arrange a 121, do it now.
- Think about 121s, which member haven't you spoke to ever/recently? Can you speak to at least one visitor - we're here to expand our network so never assume if someone is useful or not.
- Add connections on your preferred social media platform(s), we suggest LinkedIn as a minimum. When you connect on LinkedIn, click on their profile first, then press “connect”. You'll then be able to add a personalised message - this starts a genuine connection.

Throughout the month

- Listen out for opportunities to help other members by making introductions where appropriate.
- Get involved on social media. If we like and comment on members' content, it helps them. Plus, the fastest way to get attention is to GIVE attention - people will notice and appreciate you.
- Attend other ONLE events where possible. You're not obligated, but the more places you are seen - and the more practice you get - the quicker you will grow your network.
- Invite people will also enjoy being part of our community. Yes, it benefits ONLE as a business. But we're a network, and the more good people we attract, the better the network will be for us all.

