



Workshop notes:

Slow and clear introductions

Create a good first impression

Remember names

- Repeat

- Word association

- Write down names or arrange business cards

- Review guest & attendee list

- Practice/remember name games-internet

- Reintroduce yourself

- Name tag on right side

- Personal note!

Send Person Notes

Make the most of every event/training

- Meet 2 new people

- Distribute your business cards

- Offer to help at events

Manners matter

- Return calls promptly

- Be prepared

- Be a problem solver

Make the most of every presentation

Embrace Social Media

Use your time effectively

Don't be afraid to fail

S- specific

M-measurable

A-attainable

R-Relevant

T-time





























