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Inspired to IT ... Inspiring Others about IT!

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Mastering Information Overload

What to do with all those Business Cards!

Networking ...
 Contacts ...
 Relationships ...

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When you Meet ... Ask QUESTIONS

- Take a proper look at the card... "associate" the person with the card.
- Asking Questions and *listening* is more important than explaining what you do!
- Write the data/face on the reverse

Look at the Card... recall your conversation... picture their face... hear their voice...

Enter their NAME / Company Name onto a Idea Map

Keep the Card somewhere SAFE

After the Meeting Create an INFORMATION MAP

Microsoft Office Outlook 2007

Open your information Map and INSERT a Microsoft Outlook ITEM

Create a CONTACT card
 - all the details from the Business Card
 - snippets of your conversation
 - remembering to CATEGORISE

Create a TASK
 - perhaps to look at their Website ...
 - perhaps to research something they mentioned ...
 - remembering to CATEGORISE

Create a CALENDAR Appointment
 - ... remembering to CATEGORISE

File the Business Card in a business card holder
 - keep it with you...

Stay in TOUCH

Networking is about **establishing and developing relationships**

People buy people first; then products and services!

Be genuinely interested in them

Stay In Touch - phone, e-mail, meetings