



Tulsa Professional Association
Professional Business Services

**How To Get The Most
From Every Networking Meeting You Attend**

BEFORE THE MEETING

- Set your goals
- Prepare your 30-second “commercial”
- Prepare questions to ask the speaker
- Invite guests (that have been pre-screened by Membership Committee)
- Bring business cards and other written materials
- Keep in mind any Leads you can provide other members

DURING THE MEETING

- Arrive on time
- Be alert
- Greet and meet visitors
- Give a memorable 30-second “commercial”
- Listen and maintain eye contact with all your speakers
- Get more brochures/business cards of your group

AFTER THE MEETING

- Follow-up as appropriate
- Schedule one-on-one meetings
- Catalog information gathered
- Review goals set before the meeting

Keep in mind—the more you put into the meeting, the more you will get out of the meeting!!!

From the book *More Leads*, by Peter Biadasz
(a guest speaker at Tulsa Professional Association)