NETWORK PRIORITIZATION TOOL

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This is your key to unlocking job opportunities lies in your network. This tool helps you focus your time and energy on building relationships with the right people, track your outreach efforts, and prioritize follow-ups effectively. Use this guide to take control of your networking strategy and uncover opportunities that might otherwise remain hidden.

WHY FOCUS ON YOUR NETWORK?

Networking isn't about how many people you know; it's about connecting with the right people. Studies show that about 80% of jobs are secured through personal connections, often from individuals in your "second ring" of acquaintances—those you know but don't interact with regularly. These could be former classmates, colleagues, or even friends of friends. This tool helps you identify and engage these key connections, maximizing your chances of getting warm introductions to hiring managers.

DEFINITIONS OF NETWORK RINGS

- **Ring 1:** Your inner circle—close friends, family, and people you regularly communicate with. These individuals care deeply about you but may not offer the broadest reach within your job search.
- **Ring 2:** Acquaintances you know but don't regularly interact with, such as former classmates, colleagues, or neighbors. This group is most valuable for warm introductions to opportunities.
- **Ring 3:** Distant acquaintances, such as friends of friends or people you've met briefly.

PRO TIP

Consistency is key. Dedicate a specific amount of time each week to reaching out and following up with your contacts. Networking is a long-term game, but with this tool, you'll stay organized and intentional, making it easier to land your dream opportunity. Download this template, take action, and make your job search strategic and successful!

HOW TO USE THE NETWORK PRIORITIZATION TOOL

This spreadsheet is designed to organize your networking efforts step by step. It helps you maintain a clear record of who you've contacted, their roles, and the next steps in your relationship-building process.

- **Step 1:** Make a Copy - To get started, download the file or save your own version: Click File > Make a Copy (Google Sheets) or download it as an Excel file.
- **Step 2:** Populate Your Contacts - Start entering names of people across all three rings of your network (definitions below) to build your contact list.
- **Step 3:** Prioritize and Take Action - Focus on reaching out to second-ring connections first. Track your efforts using the columns provided, and don't forget to follow up!

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WANT TO TAKE YOUR NETWORKING AND JOB SEARCH STRATEGY TO THE NEXT LEVEL?

Sign up for our Membership Program for exclusive access to toolkits, in-depth videos, live Q&A sessions, and accountability coaching. With our expert guidance, you'll build confidence, master proven strategies, and make meaningful connections to land the job you've been working toward.

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