



## Checklist: PREPARE

- Check out your digital footprint -- what shows up when you do a Google search on yourself?
- Make sure your resume is up to date.
- Make sure your presence on LinkedIn is up to date.
- Practice your pitch -- be clear on who you are and what you do.
- Think about what value you can add -- what can you do for the person you want to meet?
- Set a Google alert on people and companies you want to meet or follow up with.
- Find something you have in common when reaching out to strangers. Research them first. Do your homework.