Use the following template to build and extend your network by identifying 1st, 2nd and 3rd degree connections.

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| **Who Do I Know** |
|  **YOU****Identify three 1st degree connections:** Family, Friends, Neighbors, Co-workers. Think about your career goal. Where do these 1st connections work? Go to school? Live?

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 **Identify three 2nd connections**: This is your friends’ friends, your networks’ network. People who are connected to your 1st degree connections. Be deliberate about asking your 1st connections to share an introduction to you with specific people with jobs titles and companies you would like to target.

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**Identify three 3rd connections:** People who know your 2nd-degree connections.

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| **1st Connections: Who I Know** |
| **1st connections….*** Partner
* Mom
* Dad
* Brother
* Sister
* Aunt
* Uncle
* Friends
* Neighbors
* Former co-workers
* High school alumni
* College/vocational/university alumni
* Sport pals
* Hiking buddies
* Soccer moms
* Mom/dad groups
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| **2nd Connections: Who I *WANT* to know** |
| **2nd connections…*** Specific job titles
* Industry leaders
* Targeted company, organization, nonprofits (where you want to work)
* Professionals
* Board members
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| **3rd Connections: Who can *GET* me the job** |
| **3rd connections…*** HR Managers
* CEO’s
* President
* Vice President
* Senior Leadership
* Superintendent
* Decision Makers
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| **Action Plan** |
| **Setting SMART Networking Goals**Now that you have a clearer picture of your network and strategies, it is time to set some goals for yourself. When deciding on networking goals it is imperative that you set yourself up for success. Using the SMART goal setting process is a good way to achieve this. **SMART****S**pecific (so you know exactly what you are trying to achieve)**M**easurable (so you know when you have achieved it!)**A**ction-oriented (so you can DO something about it!)**R**ealistic (so it IS achievable) and **T**ime-Bound(has a deadline)**Goals*** I will reach out to five people in the education industry to help me secure a job as the adult teacher in Poway Unified School District by March 25, 2025.
* I will add five people to my LinkedIn network by sending connection requests and sharing how we know each other by June, 2024.
* I want to engage my five new connections to open doors and offer referrals at companies I want to work for specifically, Poway Unified School District, UCSD, San Diego Workforce Partnership by July 2024.
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| **Create SMART Networking Goals**  |
| **SMART Networking Goals**Once you have your goals in a SMART format, add them to the below:**Specific**: **Measurable:****Actionable:****Realistic:****Time Bound**: |

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| **Action Plan** |

**Step 1: Identify my new connections**

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| 1. | 2. | 3. |
| 4. | 5. | 6. |

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| **Step 2: Plan interaction*** + Decide method of communication to interact with new contacts
	+ Formal, informal
	+ Online, in-person

Write your plan:**Step 3: Call to action*** + Don’t be afraid to ask for a specific connection or referral to help you achieve your networking goals.
	+ What do you want from this person?

Write your “call to action”:**Step 4: Maintain Connections*** + Example: I will schedule coffee with my connections once a quarter.

How will you maintain your connections?**Step 5: Evaluate Results*** + Describe the results of your networking actions.
	+ Did you meet your goals?
	+ Reevaluate and change plans if necessary.

Assess outcome: |