

Networking Contact Log

Who you met, what you talked about, what you promised, and the date you will do it by.

Date	Name	Company and role	Where we met	What we talked about	What I promised to do	Follow up	Done
12 Mar	Dana Ruiz	Northside Health - Ops Manager	Local operations meetup	Her team takes on a coordinator each summer; she builds the rota herself	Send my resume and the rota template I built	19 Mar	☐
4 Apr	Sam Okafor	Cole and Partners - Analyst	Alumni evening, State University	Moved from support into analysis after an evening course in SQL	Email him for the course name, buy the coffee next time	11 Apr	☐
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Send what you promised within a week, even if it is one line. Write down the follow-up date before you leave the conversation.