**STEP 1**
Meet a new contact.

**STEP 2**
Exchange conversation and contact information.

(after leaving contact’s sight)

**STEP 3**
Record/write down something memorable from the conversation onto their card.

**STEP 4**
Follow up with a ‘looking forward to keeping in touch’ message via email, LinkedIn, etc. and connect on LinkedIn.

**STEP 5**
Explore contact’s experience and connections on LinkedIn.

**STEP 6**
Ask contact for referrals to specific relations/organizations they are connected to.

**STEP 7**
Thank them for the referrals.

Start process at Step 4 with referral contacts using contact #1’s name.

**STEP 8**
Follow up with relational touch-base every 3-6 months.