Developing a Netbank

Use the instructions below to develop your Netbank. While it’s possible to do this on the computer, we recommend writing it out by hand on a blank piece of paper.

1. Start with you!

Draw a circle in the middle of your paper and write your name in the middle.

2. Identify potential networks.

Here are a few categories to get your started:

- **Alumni**
  List the schools of which you have affiliations and new or former students/professors. If your professor or instructor does not know your name, this is not a good connection for your Netbank.

- **Family**
  Your immediate or extended family can be an excellent network.

- **Business**
  Don’t forget about previous companies. You may have very strong and loyal corporate alumni for connections from previous employers.

- **Sports**
  Most of us have a sport we follow or play.

- **Interests**
  This is where many of us meet excellent networks. We usually have a passion for our interests; hence many professional networks begin here.

- **Nonprofits**
  You may be a volunteer or participate in community/nonprofit activities. These connections will come from a diverse segment, often excellent for those trying to transition into new careers.

3. Pick a network to start with.

Let’s start with one network, for example: Alumni. On one of the Alumni lines, write the name of a person you’re considering. Do an inventory as you write his/her name:

- What do you know about this person?
- What do they know about you? When was the last time you connected?
- Will this person return a call from you? Why or why not?

Complete at least one of the networks.
4. Take a break.

Take a break and review who is in your network. Is there anyone that you would introduce to another? Consider why they would like to meet. What would they have in common?

If you want to connect with certain people, connecting others is the first step. This allows you to become a “go to” person—one that gives and makes connections with others.

5. Finish the rest of the networks.

When ready, complete the remainder of networks. Upon completion, you have a Netbank!

A Netbank helps you to organize and plan your networking contacts, increasing your visibility. Plan to update your Netbank on a regular basis (at least twice a year). This is a great way to keep track of your connections and resources.