



The Contact Manager/Network Builder Information List

Name:	Include any nicknames or casual forms of name.
Phone: Home/Work	
Cell:	
Email:	
Title:	Keep up-to-date and acknowledge promotions and job changes.
Company:	Get spelling and personal details correct.
Address:	Businesses move. Good chance to acknowledge your clients.
Birthdate & Place:	Never fail to send a note on your contacts birthday. Knowing where your contact is from can help you make a connection that will put you over-the-top.
Connections:	Place to jog your memory of where you met, who introduced you, what activities you share & when you last visited.
Family:	Spouse, Children & Activities. It's important to them and you receive friendship statue by acknowledging.
Education:	There is great enthusiasm for one's commitment to their Alma Mater. Sharing experiences with other contacts from same background provides credibility.
Affiliations:	Friendships are easily created when mutual memberships are discussed. This would include clubs, political groups, churches, professional organizations, charities.
Special Interests:	Other than work what makes this person light up? Providing thoughtful and interesting information about a persons special interests puts you in a positive light.
Significant Career History:	Information about big promotions, lay-offs, former employers.
Accomplishments:	Achievements, accomplishments and awards.
Wow:	Any information that would make your next meeting unforgettable. Little things that would make a big impact.