

## Goals

Goals are the business or personal objectives you want to meet for yourself or the people who are important to you. You need to define your goals and have a clear picture of the others person's goals. The best way to build a relationship with someone is to help them achieve their goals!

## Accomplishments

People like to talk about the things they are proud of. Remember, some of your best insight into others comes from knowing what goals they have already achieved. Your knowledge, skills, experiences and values can be surmised from your achievements. Be ready to share your accomplishments with the people you meet.

## Interests

Your interests can help you connect with others. Interests are things like playing sports, reading books and listening to music. People like to spend time with those who share their interests. When you and your network source share the same interests, it will strengthen your relationship.

## Networks

You have many networks, both formal and informal. A network can be an organization, institution, company or individual you associate with.

## Skills

The more you know about the talents and abilities of the people in your network, the better equipped you are to find (and refer!) competent affordable products and services when the need arises. And when you're trying to round up business opportunities, the more people know about your skills, the better your chances!

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How well do you know the people you want to include in your network? Chances are you have a little homework to do. Spend more time with the people you already know and concentrate on learning these 5 essentials - their goals, accomplishments, Interests, networks and Skills. Make sure you give back the same kind of information. The more they know about you, the faster your name will come to mind when the opportunity arises in which your products, services, knowledge, skills or experience might play a part.