

Performance Awareness Checklist

- The Performance Awareness Checklist is for the purpose of skill development and to increase effectiveness in specific events and situations.
- Gather all the ideas, perceptions, and action steps that will maximize results in a given event or situation.
- Select those you feel would work best for you.
- Create a checklist with a scoring system to guide you in your transformation.
- Utilize the checklist as a reminder system to going into an event and an evaluation and recommitment process when the event is completed.



Performance Awareness Checklist

Tips for Successful Networking Events and Success Checklist

1. ___ Personal nametag ready to go.
2. ___ Have plenty of business cards in your possession.
3. ___ Resource table materials or a flyer with a stand-up holder.
4. ___ Arrive early, (this will help you mentally own the event).
5. ___ Expect to have a successful event, (event + perception = reality).
6. ___ Know your purpose, (be careful not to lose focus).
7. ___ Mentally be prepared to be proactive in meeting people.
8. ___ Be sincere, relaxed, and don't forget to smile.
9. ___ Be helpful to others, (introduce people, help folks feel comfortable).
10. ___ Keep an eye out for loners, (they may have temperament challenges).
11. ___ Continue to bounce a bit during the "meet and greet" period.
12. ___ Be sincerely interested in what others say (don't forget to actively listen).
13. ___ When it's time, sit where there is the least amount of familiar faces.
14. ___ Have curiosity and power statements ready to go.
15. ___ Don't talk too much about yourself, your products, or your service.
16. ___ Stay focused on your mission and don't forget to have fun!

Possible Checks – 16

Actual Checks _____

Today's Date _____