

Business Card Filing System

Welcome to the “lite” edition of the Networkers Tool Kit business card filing system. The single purpose of this lite edition is to give you a better way to handle your collected business cards, make it easier to follow up with who they represent, then be able to find them when you need them and get them out of your desk drawer.

Pages 2 & 3 of this PDF file are two printable forms which are to be printed back to back. These forms give you a place to use a glue stick or even easier, “double sticky back tape” to secure 5 business cards on each side of a page and allow you to make notes regarding those business cards. Or, you may completely use up the boxes for your business cards, with no notes. Either way, you **simply print more sheets as you need them**, thus avoiding the need for plastic insert pages for every business card you receive, it gets the “Mess Off Your Desk” it will make it easier on you when following up with people.

The forms look basically like this:

Name: _____
Key Points: _____

Possibilities: _____

FollowUp1 _____
FollowUp2 _____
FollowUp3 _____

Refer To: _____

Glue Stick Business Card Here
Make your networking comments in the corresponding box

What To Do:

Immediately following a networking event... Return to your office and affix the collected cards to one of your previously printed sheets. Follow Up as soon as possible, or the event just became a social event.

Be sure to indicate where provided, the date and nature of the event where you collected your cards.

If you attend regularly, various networking groups, maintain separate pages for those groups. Keep a notebook with dividers for each group you attend for easier retrieval.

For Your Real Contacts:

Obtain from you local office supply store a set of alphabetic dividers, and a separate notebook
File business cards of your *real and trusted contacts* alphabetically by the person’s last name.

USE THIS SHEET FOR ALL YOUR INITIAL FOLLOW-UPS.

No one becomes a legitimate contact until you physically meet with them and you get to know one another
Collect a second business card for your legitimate contact file and file as indicated above.

This is only the the first step of real contact management. If you ever hope to create mutually beneficial relationships which lead to new business, you will need some sort of contact manager. Your cell phone and your on line email programs are NOT contact managers. If you use Outlook, that is a great start, make an effort to maximize your use of the program.

If you are not using a contact manager, I can provide you with an excellent FREE program, help you set it up for productivity, and teach you how to use it in less than two hours.

Any Questions, feel free to contact me:

Michael Eilermann / 404-322-8978 / www.MichaelEilermann.com / michael@michaeleilermann.com

Name: _____
Key Points: _____

Possibilities: _____

FollowUp1 _____
FollowUp2 _____
FollowUp3 _____
Refer To: _____

Glue Stick Business Card Here

Make your networking comments
in the corresponding box.

Name: _____
Key Points: _____

Possibilities: _____

FollowUp1 _____
FollowUp2 _____
FollowUp3 _____
Refer To: _____

Blank space for networking comments.

Name: _____
Key Points: _____

Possibilities: _____

FollowUp1 _____
FollowUp2 _____
FollowUp3 _____
Refer To: _____

Blank space for networking comments.

Name: _____
Key Points: _____

Possibilities: _____

FollowUp1 _____
FollowUp2 _____
FollowUp3 _____
Refer To: _____

Blank space for networking comments.

Name: _____
Key Points: _____

Possibilities: _____

FollowUp1 _____
FollowUp2 _____
FollowUp3 _____
Refer To: _____

Blank space for networking comments.

Date: _____ Event: _____

Date: _____ Event: _____

Date: _____

Event: _____

Name: _____
 Key Points: _____

 Possibilities: _____

 FollowUp1 _____
 FollowUp2 _____
 FollowUp3 _____
 Refer To: _____

Glue Stick Business Card Here

Make your networking comments
in the corresponding box

Name: _____
 Key Points: _____

 Possibilities: _____

 FollowUp1 _____
 FollowUp2 _____
 FollowUp3 _____
 Refer To: _____

Name: _____
 Key Points: _____

 Possibilities: _____

 FollowUp1 _____
 FollowUp2 _____
 FollowUp3 _____
 Refer To: _____

Date: _____

Event: _____

Name: _____
 Key Points: _____

 Possibilities: _____

 FollowUp1 _____
 FollowUp2 _____
 FollowUp3 _____
 Refer To: _____

Name: _____
 Key Points: _____

 Possibilities: _____

 FollowUp1 _____
 FollowUp2 _____
 FollowUp3 _____
 Refer To: _____