DAILY VIRTUAL NETWORK CHECKLIST

LEARNING REBELS

2-WEEK BUILDING CONNECTIONS GOAL
LIST YOUR PURPOSE, EXPLAIN YOUR "WHY"

TIP: Pick 2 - 3 per day. Add each task listed below to your calendar

---

TASK	S	M	T	W	TH	F	S
Each week: Determine your "why"	○	○	○	○	○	○	○
Tag a peer or coworker in a response or post	○	○	○	○	○	○	○
Follow + engage with one person (like + thoughtful comment)	○	○	○	○	○	○	○
Share one resource, article or video	○	○	○	○	○	○	○
Send a message to one contact and share an idea or provide support	○	○	○	○	○	○	○
Help someone! Answer a question bonus if you show a "how-to"	○	○	○	○	○	○	○
Give someone a shout-out or positive feedback	○	○	○	○	○	○	○
Follow up with someone you interacted with last week	○	○	○	○	○	○	○
Respond to a post with a deeper question (Why? How? What?)	○	○	○	○	○	○	○
Engage with someone from an event like the Coffee Chat	○	○	○	○	○	○	○
Post a question that invites conversation (not just answers)	○	○	○	○	○	○	○
BONUS: Write a recommendation for someone in your network or team	○	○	○	○	○	○	○

OPTIONAL: STAND OUT (Higher Impact Actions)

Leave a thoughtful comment on a smaller creator's post then repost to help their reach

Introduce two people in your network who should know each other

Daily Networking Check-In: 5 Minutes Each Day

Do this each EOD. Keep it short. Honest beats thorough. Use with the "Daily Virtual Checklist"

Week One

Day One	Day Two	Day Three	Day Four	Day Five	Day Six	Day Seven
Who did I genuinely connect with today?						
What did I give or offer to someone?						
What held me back this week? If anything.						

Week Two

Day One	Day Two	Day Three	Day Four	Day Five	Day Six	Day Seven
Who did I genuinely connect with today?						
What did I give or offer to someone?						
What held me back this week? If anything.						

End of Sprint Reflection

Set aside 15 – 20 minutes.

Quality of Conversations

Which conversation felt the most "real" and why?

Was there an opportunity to go deeper?

Mindset & What Got In the Way

What story did I tell myself that slowed me down? (I didn't want to bother people.)

Who to Follow Up With and Why

Name 2 – 3 people you want to carry on a conversation with, or have a stronger connection. Plan your next move.

Is there someone who you reached out to but hasn't responded. Plan your next move.

What I'm offering

What do I have to offer that I haven't shared yet? Yes, you have something!

Looking Ahead: What's Your Intention For The Next Sprint

One thing I want to do differently

What will be my focus?

What to Look For: Patterns Worth Paying Attention To

If networking feels exhausting rather than energizing...	One reason that happens is an imbalance in the exchange. You can't pour from an empty cup and the L&D community is full of people who would gladly show up for you if they knew you needed it.
If you notice the same names showing up in your daily check-ins...	Pay attention to that. That's your signal. Those are the people worth a real conversation, not just a like or a comment.
If you notice you're avoiding certain types of outreach...	That's information, not failure. Ask yourself what the hesitation is really about. Fear of rejection? Not knowing what to say? Those are solvable problems and they're incredibly common...for everyone.
If you notice your conversations feel transactional...	Slow down. Ask one more question. Share something real about your own experience. The difference between a transaction and a connection is you showing real interest.
If you notice your network all looks the same...	That's worth disrupting deliberately. In your next sprint, set an intention to connect with someone outside your usual circle: a different role, industry, or experience level. The most interesting ideas rarely come from inside your own echo chamber.
If you notice you haven't been following up...	You're not alone. This is where most people drop the ball. A short, genuine message a few days after a good conversation does more for a relationship than ten new connections ever will.

Final Word!

Networking isn't a personality trait. It's a skill, and like any skill, it gets better with practice and falls apart without it. You don't have to be the most outgoing person in the room or the one with the perfectly curated LinkedIn profile. You just have to show up consistently and mean it when you do.

That can be harder than it sounds. Life happens and networking is almost always the first thing to get pushed to tomorrow. But the people who build strong, lasting professional relationships aren't doing anything magical, they're just doing small things regularly. A thoughtful comment. A genuine check-in. A resource shared at the right moment. Over time, that adds up to something real.

What you've practiced over these two weeks matters. Not because you've suddenly mastered it, but because you've started paying attention. To whom you're drawn to. To what you have to offer. To where you hold back and why. That kind of self-awareness is what separates people who network with intention from people who just collect contacts.

Take one or two things from this sprint that actually worked and make them a habit. Don't try to do everything, just don't stop entirely. This community has room for you. Show up like you belong here, because you do.

You've got this. ~ Shannon