

## QUARTERLY NETWORKING WORKSHEET

**Start Date:**

Jan. 15

### **Main Goal:**

To balance my editing work with my own writing

### **Building-Block Goals:**

- narrow my editing niche/focus
- commit to writing timeline/goals



**Based on my networking goal(s) for this quarter, whom do I need to reach now?**

- publishers and indie authors in need of my niche editing services
- fellow authors who share my writing niche



**How can I use each Networking Tactic to reach them?**

### **Action for My Website:**

- update my editing services/niche
- update my testimonials
- do accessibility review and start implementing changes to improve accessibility
- work on my author website

### **Action for My Personal Communications:**

- prepare an improved out-of-office message template
- improve my email folder organization (so it reflects my current clients/business structure)

### **Action for My Social Media:**

- update all of my profiles
- create a *business* instagram account and tailor it to my niche and services

### **Action for My Professional Organizations:**

- attend at least one webinar/meeting/meetup each month
- read the ACES newsletter, *Tracking Changes*, front to back. (It's so good, but I don't take advantage of it enough.)

### **Action for My Volunteer Activities:**

- rebalance my editing-related volunteer work with my local volunteer work

## END-OF-QUARTER NETWORKING REVIEW

**End Date:**

Apr. 15

Progress: