

INTROVERT'S GUIDE TO PROFESSIONAL NETWORKING



26 Hacks to Easily Expand Your
Network and Your Prospects Without
Feeling Like a Fraud or Acting Like a
Phony - Both Online and IRL

Hey there, Friend! I'm Tanya Finks. I'm so excited to meet you!



I put together this resource because, like you, I'm up to big things in life...and I'm an introvert. I know we're the same in that regard because you're here.

I'm committed to fulfilling my dreams and whatever that entails. And I know I can't get what I want in life sitting in a corner hiding from people. So, I had to find ways to get outside my comfort zone.

Part of being successful in a corporate environment involves being seen and known for the work you do. It's not good enough to do good work. You've got to make sure people know you're doing the work.

In my 15 years on a leadership team, I frequently received suggestions and guidance from extroverts that just didn't work for me.

“Just find a reason to start a conversation!” they’d say.

Sure, that’s logical advice for an extrovert. But not so helpful for introverts like you and I.

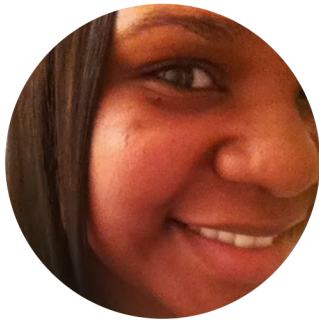
These 26 strategies are the key ways I learned to get out of my own way, out of my comfort zone, and in connection with people during networking opportunities. You’ll get to be authentically you, but will also be authentically connected with others who will be your partners and your cheerleaders as you pursue your goals.



I believe in using all the tools in the toolbox. So, you’ll find strategies for in-person networking as well as for building your network online.

Before we get to the 26 hacks, I wanted to make sure I invite you to my private Facebook group. In it, you’ll find admins like you who are in various states of considering or pursuing a career change to transition out of an admin role.

Each week, you'll receive encouragement designed to help you get outside your shell and on the court pursuing your goals. Exactly what you need to land in the non-admin career of your dreams.



This guide really opened my mind to so many different ways of getting out of my shell. I got a little overwhelmed until I remembered I don't have to do it all at one time.

”

~Alicia B.

Makeup Artist, former admin

Make sure to go to www.facebook.com/groups/pathwaytoprogress/ to join in on the fun!

Now let's get to the 26 hacks that will help you easily expand your network and your prospects without feeling like a fraud or acting like a phony, both online and in real life.



1

Be curious about people...one at a time.

Groups may overwhelm you, but you're great one person at a time. Just remember people love to talk about themselves. Be curious. Ask questions.



2

Remember, you may feel awkward, but no one can see it.

Ignore the awkwardness you may feel. Don't expect to or wait until you feel more comfortable. Just get out there.



3

Find the other person wandering around looking lost

Rescue another introvert! Odds are that person is feeling just as uncomfortable as you. They'll appreciate you and be happy to engage. And you just might make a friend.



4

Take a wingman and network together

Introvert or extrovert, having someone you know to tag team with takes some of the pressure off you.



5

Take a wingman and find connections for each other

It's easier to do something for someone else than for yourself. You talk your wingman up and your wingman talks you up. Easy peasy.



6

Approach people you know engaged in conversation with others

If there's someone you know at a networking event, don't be afraid to join them when they're already engaged in conversation with someone else.



Find out how to help others, what they're looking for

Ask your new contact what they most need in their business right now. It's an awesome way to show interest, but also a great way to be known as a resource.



Allow others to help you - ask for advice or guidance

Ask others for their expertise. It gives you something to talk about, but also helps you solve real issues you may be navigating.



Don't focus on your agenda, focus on finding your tribe

The most important thing you can do is be yourself. It's the only way to attract your tribe. They can't find you if your authentic self isn't showing up.

10

Be planful and pay in advance - put yourself on the hook

One way to ensure you'll get out of your comfort zone is to commit - put your money where your mouth is. Then show up!

11

Have an accountability buddy - make promises and keep them

An accountability partner is the cheat code for any area of your life. Make a promise to someone else to get out and network and then keep it.

12

Build in plenty of recharge time - refill your buckets

You're likely over-stimulated in groups. You'll be at your best when you're rested and grounded. Make sure, as you're chasing your goals, that you build in time to recharge (I prefer a long hot soak 😊).

13

Network doing things you love to do - capitalize on common interests

Join a local group on Facebook or Meetup centered around a hobby or interest (I like hiking groups 🧑🏻‍🦶). Then connect organically during activities or gatherings.

14

Go to non-traditional networking events - find grassroots opportunities

I've found a number of groups recently focused on authentic connection - relationships first, perfect for introverts like us. If you can't find one, start one 👍.

15

Ask for connections from people who already know you

Your current network is a great source of new connections. Be a great resource and your network will be happy to share their network with you.



16

Brand yourself online - find new connections by being yourself

Leverage social media to establish your brand. Share your authentic self online while also sharing your goals.



17

Focus on quality over quantity - set realistic goals for yourself

Don't expect to turn into a master networker overnight. Focus on making quality (genuine) connections; don't over-focus on the numbers or the outcomes.



18

Provide value to your online audience

Online, you're not an assistant to anyone. You're an equal opportunity value sharer. You can share what inspires you, your expertise. Whatever you're good at...share it, which can nurture the know, like and trust factor.



19

Connect with people online with similar interests

Find groups of people online who share your interests and go be a human! Having something in common makes it easier to connect.



20

Be a human online (and IRL) without an agenda

Being a human only seems hard when your agenda is getting in the way. Separate friend-making from goal chasing.



21

Arrive early - give yourself time to ease into the event

Arriving early allows you to start networking when the crowd is smaller and can feel less intimidating than trying to engage with a large crowd.



22

Share personal stories - don't feel like you need to be impressive

Authentic connection is most important. Don't put the unnecessary pressure on yourself to portray a false image because it doesn't work anyway.



23

Develop a personal elevator pitch to build your confidence

If you find it challenging to “sell” yourself, develop a brief statement about yourself and your goals you can have at the ready. You'll feel more prepared and at ease.



24

Plan an exit strategy for conversations and for the event

Have a strategy for gracefully excusing yourself from conversations. And give yourself permission to be done with the event when you're ready to be done.



25

Practice self-compassion and celebrate small wins

Part of showing up authentically is appreciating who you are. Don't judge yourself for networking in your way, celebrate that you got yourself out there!



26

Don't quit - no matter what. Fuel your mindset.

The only way to fail to reach your goals is to quit. Successful professionals are resilient and resourceful. If you fall flat or fail to make connections, regroup and figure out a new strategy to try (you can pick one from this list 😊). But DO NOT quit!

Again, I really hope you took the opportunity to join the Pathway to Progress Facebook group that I talked about earlier. If you find these 26 hacks helpful, I know you'll enjoy having a community of like-minded admins to pursue your goals together. I highly recommend going here and taking a look:

<https://www.facebook.com/groups/pathwaytoprogress/>



Did You Get Some Value?

I'm so excited for us to be connected. I put out new content weekly all about how to make that difficult transition from rockstar admin to a non-admin career.

Come check me out and drop me a message. Let me know how you enjoyed the Introvert's Guide to Professional Networking.

See you over there!



facebook.com/adminnomore



instagram.com/adminnomore_social



youtube.com/@the_adminnomore_show



linkedin.com/tanyafinks