circle in

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KEEPING IN TOUCH TEMPLATE

CONTACTS **Who is important to you and who do you want to stay connected to?**	**WHY?** **What is it about this person that you want to stay connected?**	**HOW?** **What communication best suits this person?**	**WHEN?** **How often do you want to connect?**
Eg. Anne G	Built a great relationship. Respected leader. Shown interest in me and willing to offer advice.	Email and casual coffee	Brief email every 4 months (aim for 3) and one coffee catch up.
(Manager)			
(Colleagues)			
(Sponsors)			
(Mentors)			
(Stakeholders)			