

Coffee Chat Reflection

Take 2 minutes after your chat to capture insights

Date: _____ Match: _____

1. What did I learn about this person or their work?

2. What surprised me or what common ground did we find?

3. Is there any way I could help this person? (Introduction, resource, advice)

4. What follow-up actions should I take?

- ☐ Send a follow-up email or LinkedIn connection
- ☐ Make an introduction I mentioned
- ☐ Share a resource or article
- ☐ Schedule a longer meeting to discuss collaboration
- ☐ Other: _____

5. Rate this conversation:

- ☐ 1 - Awkward ☐ 2 - Fine ☐ 3 - Good ☐ 4 - Great ☐ 5 - Exceptional

Additional Notes:

Ø=Ü; Tip: Keep these worksheets in a folder. Review them quarterly to see patterns in your networking and identify

relationships worth deepening.