

# 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?

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

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

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## 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.