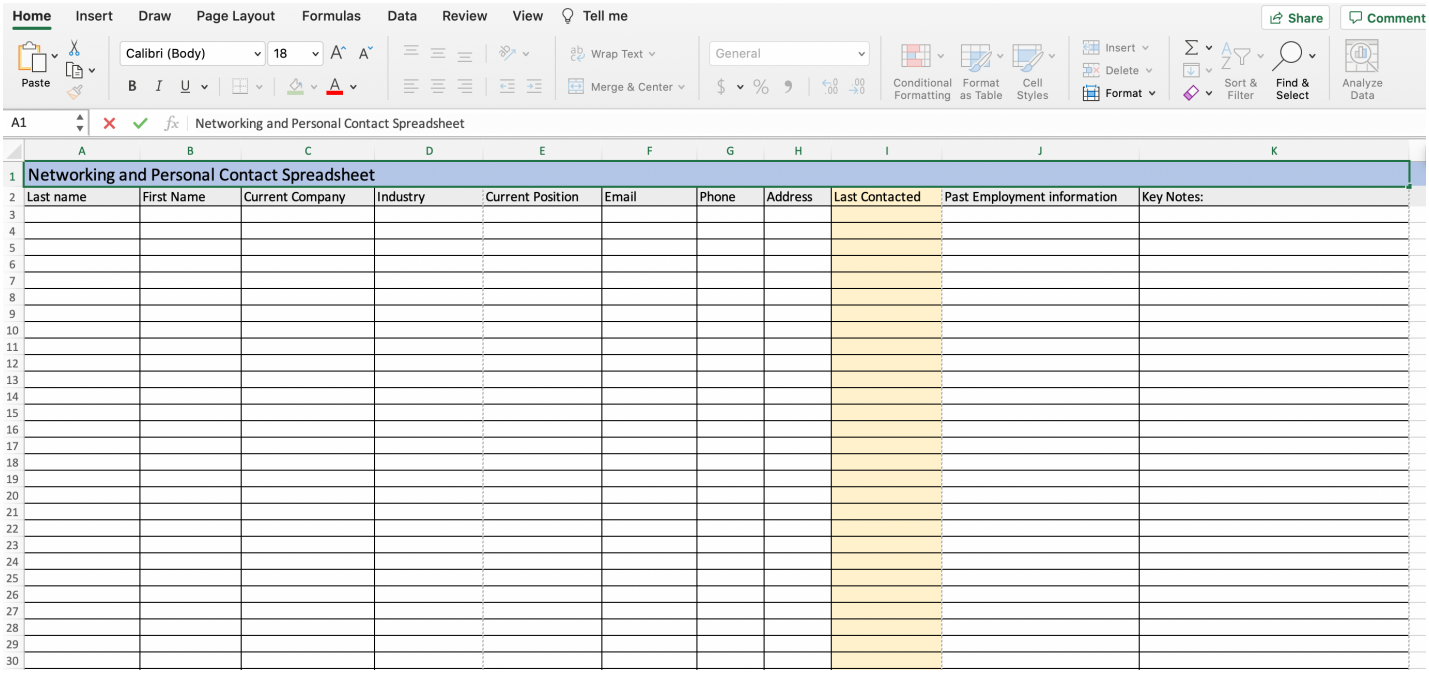
Key Guidelines for Personal Contact Spreadsheet

- How did you meet this person?
- What passions does this person have?
- Family information (names, ages, birthdays).
- Who is this person connected to that could benefit me?
- Have you provided value for this person? What?
- Have they provided value to you? What?
- What did you speak about last or event attended together that you can talk about as a way to connect?
- Notes about them that you think are important or will help you remember them (college, communication method, college, hometown, hobbies, clubs, etc.).