



Tips and Tricks to Remember Important Details

When meeting people for the first time it can be overwhelming to remember their name, let alone any details about them. Yet, when working to create connections, remembering personal details will allow you to create a connection faster. Here are some tips to help you remember the key details:

1. When introduced to someone, repeat their name back to them and then find a way to use it in the conversation three more times. I find it helps if you look at them square in the face each time you say their name. This helps your brain create an image memory associated with their name.
2. Pay attention to what the person is wearing. Being able to create a mental photo of the person at the networking location will also give your brain an image to connect memories to. The more detail you can create, the better.
3. Create a set line of questions to help you organize the information you receive. As the person responds to each question, focus on the important phrases, not the entire conversation. Find something you can connect these important phrases to, similarities you share, something you would like to do, or perhaps you are on similar career paths.
4. When possible, repeat the information back to the person. The action of repeating what you heard will help reinforce your memory of the event, and will show the person you are truly listening to what they are saying.
5. Should someone walk up to join the conversation, take a minute to repeat the original person's name and a few details silently before you begin this process with the new person. Or, even better, if the situation allows, introduce the other person to the new person as a way of repeating what you have learned.
6. When possible, introduce your new connections to your old connections. Not only will this give you the opportunity to repeat their information, it will also give you a moment to allow your brain to catch up. And you may learn something else about your new connection while they meet your old connection.
7. As often as you can, make notes on the back of a person's business card. This will help you connect the person you met with their card.
8. When you get to your car, take a few minutes to collect your thoughts and make notes of all your new connections before you head to your next destination.
9. Before you go to a networking event, try to learn who will be present. If you can, review any connection notes you have to in order to be prepared for any conversation.
10. Always begin and end every connection with a warm smile and a firm handshake.