## Handout: Meet, Monitor & Move

Here are some more details on this strategy:

* Meet- here, you introduce yourself and share some information about yourself. You create a great first impression by using some of the techniques mentioned earlier. Finally, you engage the person by asking questions that focus on them instead of you.
* Monitor- you should remain focused on the discussion. If you see the conversation becoming off topic or that the conversation is slowing down, then you need to move on. If you have a goal to meet a certain amount of people for that event, then plan a certain amount of time you will spend with each person. Either way, you need to monitor the conversation to determine when the conversation is becoming counterproductive.
* Move on- when the time is right, break the conversation politely and move on to the next person. Being honest is the best policy. You may need to tell the person you are speaking with that you wish to meet other people. Hand them a business card and offer to meet with them on another occasion (this is optional). Thank the person you are speaking with and then continue mingling.