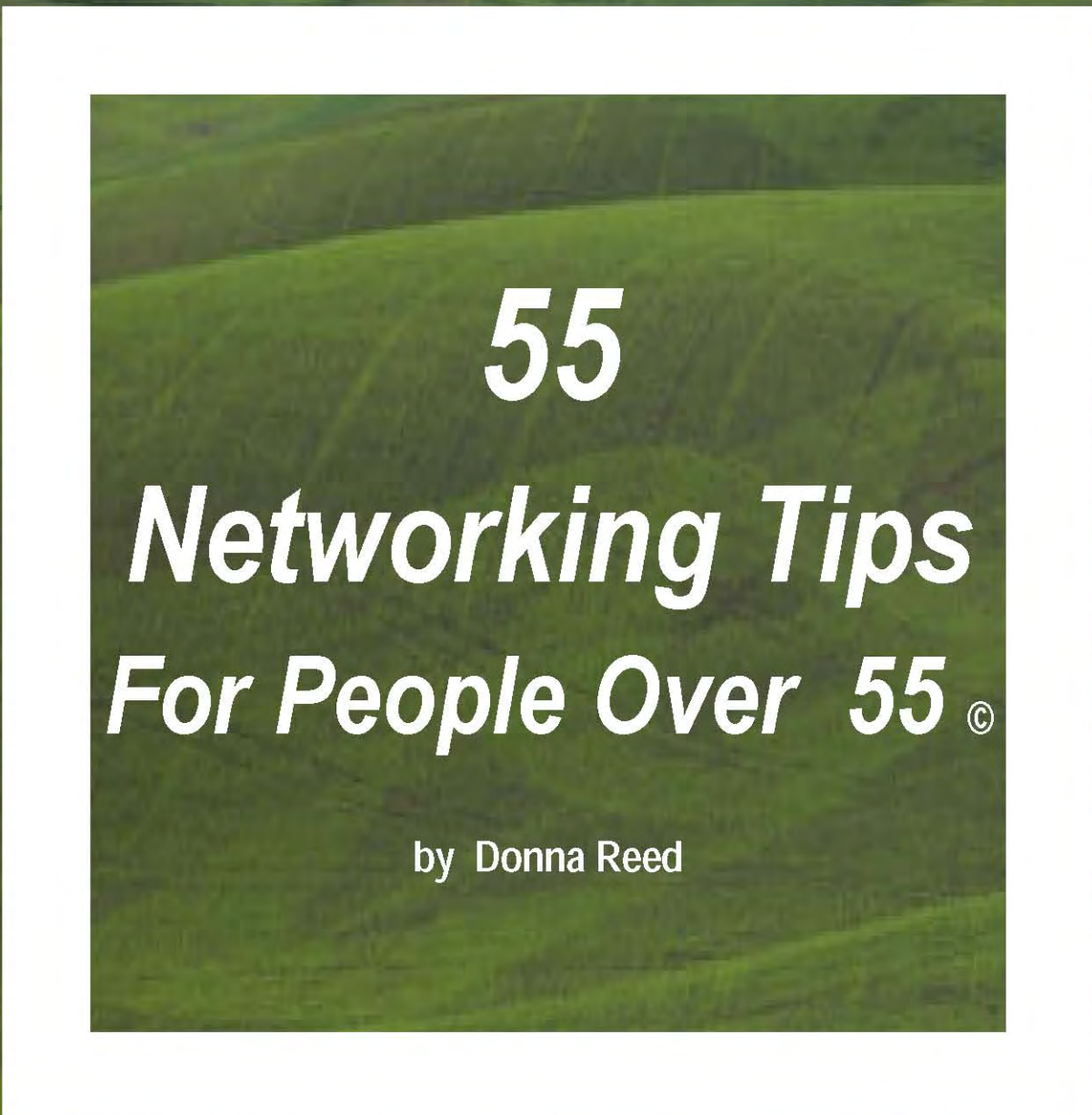


Job Seekers

Successful Retirement

Downsized



55

***Networking Tips
For People Over 55*** ©

by Donna Reed

Relocating

*Locating Quality
Health Care*

Second Career

Acknowledgements

Special appreciation is extended to Amy Rust and Kathleen McCormack for affirming the value of networking and encouraging me to write this booklet, which is also a workbook. You are my friends, colleagues and role models.

Dedication

This workbook is dedicated to those of you who are over 55 years of age and are actively engaged in living life to the fullest while facing health, financial, emotional and other challenges and understand that networking can lead you to solutions and possibilities.

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How to Use This Workbook

Individuals

55 Networking Tips For People Over 55 is an interactive workbook designed to guide you as you work through the processes of transition and change. Take your time and be as thorough as you can. Use the questions to extend your thinking. Experiencing the processes described in this workbook is a form of coaching yourself. As you experience the processes, you will identify your strengths and you will also see areas that you need to work on. As a result, you will be better prepared to meet the challenges you will face. You will be able to approach life situations with confidence and knowledge.

Small Groups

You may find it helpful to meet with several trusted friends or colleagues to go through the workbook. Creative thinking and possibilities will expand when all of you contribute to the success of everyone involved.

(See last paragraph below for organizational guidelines.)

Study Group

You may know a professional counselor or coach who would be willing to work with a small group as they complete the exercises in this workbook. A professional will be helpful in guiding individuals and the group when they hit snags, get discouraged, or simply run out of ideas.

If you are working with a small group or under the direction of a professional, design expectations for the group before you start. These expectations should cover the ethical areas of working together as well as the logistical areas. Print the expectations and make them available to each group member. Invite them to join you in embracing these expectations and committing to the best interests of the group members. This will increase the trust level and help you avoid confusion and misunderstandings as you work together.

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The Author

Donna M. Reed lives in Tucson, Arizona. She created and founded Resources For Women, Inc., an international networking business in 1984. Donna's networking expertise has reached around the world. Her clients include the Quebec Business Women's Association, Arizona-Sonora Professional Women's Conference, Tomiris Business Women's Club in Astana, Kazakhstan, Bonnie Prudden Myotherapy, National Association of Women Business Owners and the University of Phoenix in addition to numerous businesses and individuals.

Donna is the author of *EMPOWER Through Networking: The Guide to Building Networks and Empowering People* written in 1992 and *Networking Tips That Build Powerful Connections* written in 2002. She has also written numerous articles on networking.

Donna is currently a Strategy Coach, Facilitator and Author through her business, Tools For Achievers. She serves on several local boards and committees, and enjoys precious times with her husband, two daughters and two sons-in-law, four young adult grandchildren, and one great-granddaughter... "I love my life," she says. "It has never been better!"

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Other Tools Offered by Donna Reed

***Networking Tips That Build Powerful Connections* ©**

This Booklet contains 81 networking tips relating to your personal and professional lives. This quality publication is ideal for individual use, study groups, corporate training, gifts and much more. Contact Donna Reed about becoming licensed to print this publication using your logo on the cover. This makes an excellent marketing tool for your company or organization.

***Tic Tac Toe for Decision Making* ©**

Decision making can be confusing, upsetting and difficult. This simple, yet highly effective tool, guides you quickly to achieve clarity and make the best decision for you.

***55 Networking Tips For People Over 55* ©**

This book is available in ebook form in individual chapters for \$2.00 per chapter or in one complete ebook for \$8.00.

Various articles listed at www.ToolsForAchievers.com

Coaching Sessions – by telephone or in person

Facilitator – large and small groups

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