operation reconnect

TIPS FOR RECONNECTING: THE IMPORTANCE OF TRACKING PROGRESS

As we start to reach out and reconnect with our clients, contacts, targets and colleagues, it is important to **keep track of all the conversations and interactions** we have.

Keeping a record of these interactions helps to:

- Build up intelligence on our clients, contacts, targets, and the market;

- Ensure colleagues, who may also be connected with these individuals/organisations, are aware of our recent conversations - this helps inform their future interactions with them;

  and most importantly it helps,

- Keep track of any possible opportunities for new work (now or in the pipeline) which was discussed – work which might be either for you, your team or colleagues in other departments.

InterAction is an excellent tool to facilitate this and attached is a **Step by Step Guide on how you can record your interactions under "Operation Reconnect."**

Please can you follow the guidelines attached and log your interactions with the tagline - Operation Reconnect 2020 – [Type of Activity] – [Organisation Name] – [Your Department Name] (see full instructions in document below).

Click here for InterAction Guide