


-  **Step 9:** Once you click download from LinkedIn (Step 8 in Part 1) Look for the Zip file. My downloads to my desktop. Click on Basic\_LinkedInDataExport\_03-08-2018.zip



 **Step 10:** Double click on the blue folder named Basic\_LinkedInDataExport\_03-02-2018



 **Step 11:** Now double click on the csv file and open it up. It will open in Excel.





**Step 12:** First, sort the spreadsheet by position (choose company or any other relevant field) and then add six columns to the front of the spreadsheet to categorize connections by relationship. Note: Position is to the right of company.

Reach out	Get to know	Centers of Influence	Client	Prospects	Delete	First Name	Last Name	Email	Company	Position
						Rohan				Co-Founder
x						Coleen				Enterprise S
						Alison				Outside Sale
	x		x			Dennise				Recruiter
						Gail				Social Media
						Perry				Vice Preside
						Hannah				#1 Branded I
						Paul Prifti				2011 Chair V
		x	x			Theresa				â—% Found
						Brad				Academic Ac
						Rachel				Accomplishe
						Alex				Account Coo
						Jon				Account Coo
						Ken				Account Dev
						Laurie				Account Dire
						Kate				Account Exe
						Craig				Account Exe
						Nick				Account Exe
						Louise				Account Exe
						Sean				Account Exe
						Barbara				Account Exe
						Claire				Account Exe
						Brittani				Account Exe
						Wendy				Account Exe
						Matthew				Account Exe
						Chris				Account Exe
						Kyle				Account Exe



**Step 12:** The advantage of sorting by position is to go right to the most important people in your network and determine next steps.

Reach out	Get to know	Influence	Client	Prospects	Delete	First Name	Last Name	Email	Company	Position
						Alex				Co-Founder
						Rohan				Enterprise S
x						Coleen				Outside Sale
						Alison				Recruiter
	x		x			Dennise				Social Media
						Gail				Vice Preside
						Perry				#1 Branded I
						Hannah				2011 Chair V
						Paul Prifti				â—% Found
		x	x			Theresa				Academic Ac
						Brad				Accomplishe
						Rachel				Account Coo
						Alex				Account Coo
						Jon				Account Dev
						Ken				Account Dire
						Laurie				Account Exe
						Kate				Account Exe
						Craig				Account Exe
						Nick				Account Exe
						Louise				Account Exe
						Sean				Account Exe
						Barbara				Account Exe
						Claire				Account Exe
						Brittani				Account Exe
						Wendy				Account Exe
						Matthew				Account Exe
						Chris				Account Exe
						Kyle				Account Exe



**Step 13:** People may be in more than one column, that's okay. Once you do go through this activity, decide what you'll do next.

The screenshot shows an Excel spreadsheet with the following columns: A (Reach out), B (Get to know), C (Centers of Influence), D (Client), E (Prospects), F (Delete), G (First Name), H (Last Name), I (Email), J (Company), and K (Position). The spreadsheet contains several rows of data. In row 16, there is an 'x' in column B and another 'x' in column D. The 'x' in column B is highlighted with a red border, and the 'x' in column D is highlighted with a green border. The spreadsheet interface includes the ribbon with tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The Home tab is active, showing options for font style (Calibri, size 12), bold, italic, underline, and text alignment. The status bar at the bottom left shows '36'.



**Step 14:** Nurture your 1st level connections. They are important and will help you connect with others. Keep this going.

A	B	C	D	E	F	G	H	I	J	
Reach out	Get to know	Centers of Influence	Client	Prospects	Delete	First Name	Last Name	Email	Company	Position
										Co-Founder
										Enterprise S
										Outside Sale
										Recruiter
										Social Media
										Vice Preside
										#1 Branded I
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