



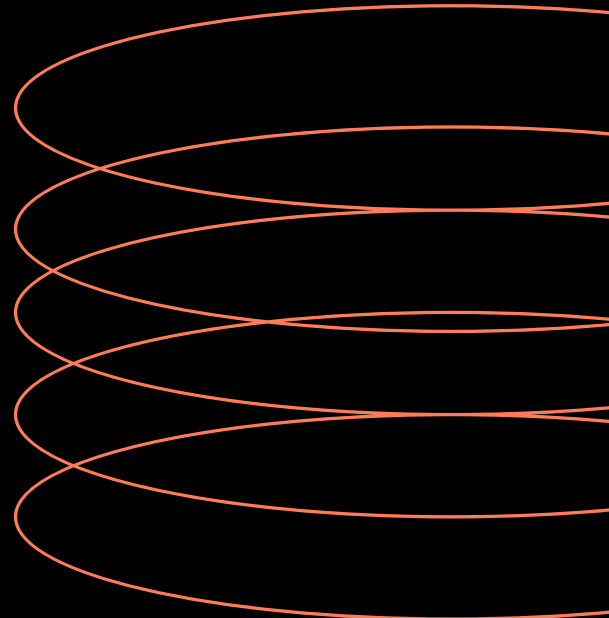
Beyond the Business Card

Using AI to Turn Introductions into
Impactful Partnerships



A STEP-BY-STEP GUIDE

Learn how to leverage AI tools and turn the
connections into meaningful, long-lasting partnerships.





The Introduction

HELLO THERE!

After attending an event like Bloom Con'24, building relationships through follow-ups is essential. Studies show that timely and thoughtful follow-ups can increase the chance of forming lasting professional relationships. By leveraging tools like ChatGPT, you can simplify and personalize your follow-ups, leading to more meaningful connections.

This ebook will guide you on how to use ChatGPT to craft professional, timely, and engaging follow-up emails and messages that will help you solidify relationships and create potential opportunities.

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CHAPTER N.1

Preparing for Effective Follow- Ups



Learn how to leverage AI tools and turn the connections into meaningful, long-lasting partnerships.



COLLECTING AND ORGANIZING INFORMATION

To effectively follow up, you need to keep track of the information you collect at networking events. Here are some tools you can use:

- **OCR Apps:** Use OCR (**Optical Character Recognition**) apps to scan business cards and save contact details directly to your phone. You can even prompt ChatGPT to help with this task.




Note: You will need the paid version of Chat GPT to upload a photo or document.

- **ChatGPT Prompt Example:** "Scan attached photo of business cards and turn them into a document for follow-up emails."
- **Contact Management Tools:** Use platforms like Google Contacts or Notion to organize your contacts. Group your connections based on industries or potential partnerships for more targeted follow-ups.

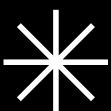
SEGMENTING CONTACTS FOR TARGETED FOLLOW-UPS

Not all connections require the same follow-up approach. Segment your contacts to prioritize who you should follow up with immediately and who might be best for future check-ins. For instance, immediate follow-ups might focus on high-potential business collaborations, while others could be for long-term networking.



CHAPTER N.2

Creating Your First Follow-Up Email



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The Importance of Timeliness

It's essential to send your first follow-up email within 48 hours of the event while your conversation is still fresh in both your and your new connection's mind. This shows professionalism and enthusiasm to continue the conversation.

CUSTOMIZING WITH CHATGPT

You can use ChatGPT to help tailor follow-up emails based on your interactions.

- **ChatGPT Prompt Example:** "Create a friendly, professional follow-up email to someone I met at Bloom Con. We discussed potential collaborations in financial literacy."

Template 1: Initial Email Follow-Up

Example Email:

Subject Line: "Great Meeting You at Bloom Con! Let's Stay Connected"

Body:

Hey [Name],

It was great meeting you at Bloom Con'24! I truly enjoyed our conversation about [specific topic discussed]. I'd love to continue the discussion and explore ways we can collaborate. Let me know if you'd be available for a quick coffee or chat next week. Looking forward to staying in touch.

Talk soon,

[Your Name]

CHAPTER N.3

Following Up on Instagram and LinkedIn



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Crafting Your Direct Messages (DMs) on Instagram and LinkedIn

Social media platforms like Instagram and LinkedIn are ideal for informal follow-ups. Keep your messages short, friendly, and personalized. Mention specific details from your conversation to make it clear that you're genuinely interested in the connection.

Template 2: Instagram/LinkedIn DM Follow-Up

- **Example DM:**

"Hi [Name], It was great connecting with you at Bloom Con! I really enjoyed our conversation about [specific topic]. I'd love to continue discussing ways we can collaborate. Let me know if you're free for a quick chat this week."

USING CHATGPT TO CREATE SOCIAL MEDIA FOLLOW-UPS

- **ChatGPT Prompt Example:** "Write a friendly follow-up DM for someone I met at a business conference to schedule a coffee chat."

CHAPTER N.4

Circling Back When There's No Response



Learn how to leverage AI tools and turn the connections into meaningful, long-lasting partnerships.

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When and How to Send a Second Follow-Up

If you don't receive a response from your initial follow-up, it's important to send a polite reminder. Give it about one to two weeks before following up again. A simple, friendly message to check in can go a long way.

Template 3: Second Follow-Up Email

- **Example Email:**

- **Subject Line:** "Just Circling Back on Our Bloom Con Chat"

- **Body:**

Hey [Name],

I wanted to follow up on my previous message to see if you'd still be interested in continuing our conversation from Bloom Con. Let me know if there's a convenient time for us to reconnect. I'm happy to be flexible with scheduling.

Talk soon,

[Your Name]

HOW CHATGPT CAN AUTOMATE YOUR SECOND TOUCH

ChatGPT Prompt Example: "Write a polite follow-up email for someone who hasn't responded after I met them at a networking event."

Template 4: Second Follow-Up DM on Instagram/LinkedIn

Example DM:

"Hey [Name], just wanted to follow up on my previous message. I'd still love to catch up about [specific topic]. Let me know if you're interested!"



Pro Tip

When you're looking to automate a follow-up message after not receiving a response, ChatGPT can help you craft a polite and engaging second touch. Here's a structured way to do it:

- **Start with a Friendly Reminder:** Reference your previous interaction to jog their memory.
- **Express Continued Interest:** Show that you're still interested in the conversation.
- **Invite Action:** Encourage them to respond or suggest a time to chat.

Here's an example of a follow-up DM:

"Hi [Name], I hope you're doing well! I wanted to circle back to my previous message about collaborating. I really value your insights on [specific topic] and would love to pick up our conversation. If you have some time this week, let me know what works for you!"

This approach maintains professionalism while encouraging a response.

CHAPTER N.5

Scheduling Connections and Setting Up Meetups



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Making It Easy to Schedule

When suggesting a time to meet, whether in person or virtually, make it easy for your contact to say yes. Provide multiple scheduling options or use tools like Calendly or Google Calendar to streamline the process.

Template 5: Coffee Meetup Email

Example Email:

- **Subject Line:** "Let's Grab Coffee – Continuing Our Bloom Con Conversation"

- **Body:**

Hi [Name],

I'd love to continue our conversation from Bloom Con over coffee. Are you available sometime next week? Here are a few time slots that work for me: [insert time options]. Let me know if any of those work, or feel free to propose another time!

Talk soon,

[Your Name]

HOW TO PROMPT CHATGPT TO PERSONALIZE MEET-UP INVITES

ChatGPT Prompt Example: "Create a friendly email inviting someone I met at a conference to coffee next week. Make sure to give a few time options and include a scheduling link."

Template 6: Coffee Meetup DM on Instagram/LinkedIn

Example DM:

"Hi [Name], I'd love to continue our chat from Bloom Con. How about we grab coffee sometime next week? Let me know what works best for you!"

Pro Tip

When it comes to scheduling connections and setting up meetups, consider these pro tips to ensure a smooth process:

- 1. Be Clear and Concise:** When reaching out, clearly state your purpose for meeting. This helps the other person understand the value of your time together.
 - 2. Suggest Multiple Options:** When proposing a meeting time, offer a few options that accommodate different schedules. This makes it easier for the other person to find a suitable time.
 - 3. Use Scheduling Tools:** Utilize tools like Calendly or Doodle to streamline the scheduling process. These platforms allow participants to select times that work best for them, reducing back-and-forth communication.
 - 4. Follow Up Politely:** If you don't hear back, send a gentle reminder. A simple nudge can often prompt a response without coming across as pushy.
 - 5. Be Flexible:** Understand that people have busy schedules. Be willing to adjust your availability to accommodate others, which shows respect for their time.
 - 6. Confirm the Details:** Once a time is set, send a confirmation with all the necessary details (date, time, location or platform) to avoid any confusion.
- By following these tips, you can foster effective connections and set up meetups that are both productive and enjoyable.

CHAPTER N.6

Tracking and Managing Follow- Ups with AI



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USING TOOLS TO TRACK FOLLOW-UPS

Maintaining a record of your follow-ups is essential for staying organized. Use tools like Notion, Google Sheets, or a CRM to log who you've contacted, what you discussed, and when you should reach out again.

This practice not only helps you manage your time more effectively but also ensures that no opportunities slip through the cracks. By keeping detailed notes, you can personalize your future interactions, showing contacts that you value their time and remember past conversations. Additionally, setting reminders for follow-ups can enhance your professional relationships by demonstrating reliability and consistency. As you build this habit, it will become second nature, streamlining your workflow and boosting your productivity.

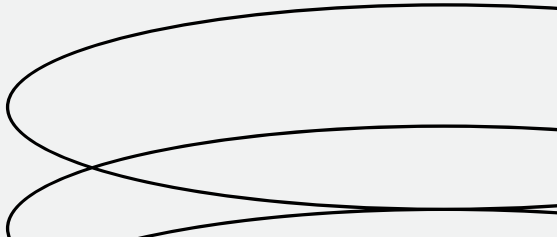
AUTOMATING FOLLOW-UPS WITH CHATGPT

ChatGPT can help you schedule and automate reminders for follow-ups.

- ChatGPT Prompt Example: "Help me set up a system to track follow-up emails using Google Sheets and Notion."

CONCLUSION: BUILDING LONG-TERM RELATIONSHIPS POST-BLOOM CON

Consistent follow-ups help turn initial networking conversations into long-term relationships. ChatGPT can make this process simple and efficient, allowing you to focus on nurturing your connections.



BEYOND THE BUSINESS CARD

BONUS CHAPTER

Example Prompts for ChatGPT



Learn how to leverage AI tools and turn the connections into meaningful, long-lasting partnerships.

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EXAMPLE PROMPTS FOR CHATGPT

Circling Back Prompts

- Prompt: "Write a polite follow-up email for someone who hasn't responded after I met them at a networking event."

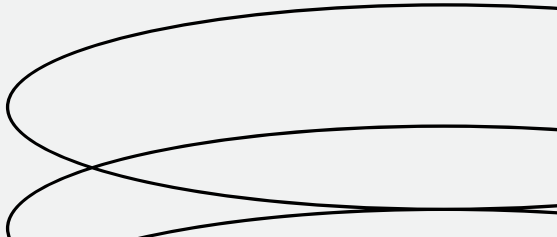
Scheduling Prompts

- Prompt: "Create a friendly email inviting someone I met at a conference to coffee next week. Include time options and a scheduling link."

General Follow-Up Prompts

- Prompt: "Write a professional follow-up email to someone I met at Bloom Con'24. We talked about financial literacy and ways to collaborate."

- Prompt: "Write a friendly follow-up DM for someone I met at a business conference to schedule a coffee chat."



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