

## Connection Tracker



## HOW TO USE THIS TRACKER

#	Name	Role / Co.	Where / When Met	Last Contact	Next Action	What Matters to Them
1	Sarah Chen	Brand Designer	CreativeMornings Feb	Mar 12	Send Figma resource	Launching own studio Q2
2	Marcus D.	Freelance Dev	LinkedIn DM	Feb 28	Check on his launch	Building SaaS tool, solo founder
3	Priya Nair	Hiring @ Fintech	Networking dinner	Mar 5	Coffee in April?	Expanding design team in summer

**STATUS KEY — COLOUR-CODE YOUR "NEXT ACTION" COLUMN**

■ This week

■ This month

■ Someday / keep  
warm

■ Priority contact

**THE 3-WEEK RULE**

If you haven't had any contact with someone in 3 weeks, send a single message today.

It doesn't need to be profound. "Thinking of you — how's [project] going?" is enough to keep a relationship alive.