EGO NETWORK EXERCISE

steps to build an excel matrix of your contacts
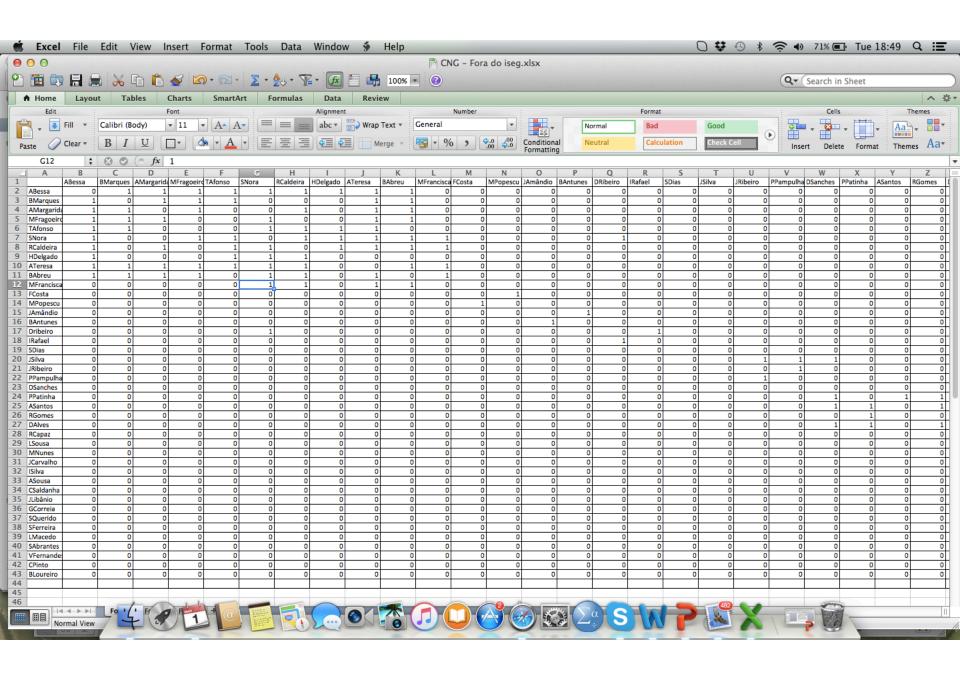
PERSONAL NETWORK EXERCISE

- **FINAL Objetive of this exercise: : to describe and analyse your ego-network**
  - How does it look like? Who is part of my personal network, and what characterises these persons and groups? What type of resources can I obtain from it?

  - Which resources do I get(or not) from it for my personal/professional development ?

  - How can I improve it?

1st step– to build an excel matrix of your contacts

- **1st step**: identify those persons whose contacts you have in your mobile/mail, and with whom you have talked more than 2/3 times a year (40 - 60 people or more) preferably from different social spheres of your life, including people linked to your current social , familar professional/student life and those you expect to be a good support for your future life, porfessional and personla)

1st step– to build an excel matrix of your contacts

- **2nd step** : to insert those people in an EXCEL square matrix,i.e. a matrix with the same name in the lines and columns - do copy paste (lines to columns) and **use short versions of names** e.g ex Josephine Smith (JoSmit).

- Starting in **line 2** identify **who relates to whom – who has met whom**– by inserting a **1** when there is a linkage between people and a **0** when there is no linkage.

- You can pre-fill the matrix with zeros and then start inserting the 1's as there will be many more zeros than 1's.

- This matrix should be completed by the **14th march**
  - **In class we tasnforms the excel matrix in UCINET matrix and work with it**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
		ABessa	BMarques	AMargarida	MFragoeiro	TAfonso	SNora	RCaldeira	HDelgado	ATeresa	BAbreu	MFrancisca	FCosta	MPopescu	JAmândio	BAntunes	DRibeiro	IRafael	SDias	JSilva	JRibeiro	PPampulha	DSanches	PPatinha	ASantos	RGomes
2	ABessa	0	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	BMarques	1	0	1	1	1	0	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	AMargarida	1	1	0	1	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	MFragoeiro	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	TAfonso	1	1	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	SNora	1	0	0	1	1	0	1	1	1	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
8	RCaldeira	1	0	0	0	1	1	0	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	HDelgado	1	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	ATeresa	1	1	1	1	1	1	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	BAbreu	1	1	1	1	1	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	MFrancisca	0	0	0	0	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	FCosta	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
14	MPopescu	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
15	JAmândio	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
16	BAntunes	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
17	DRibeiro	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
18	IRafael	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
19	SDias	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	JSilva	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0
21	JRibeiro	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0
22	PPampulha	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0
23	DSanches	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24	PPatinha	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
25	ASantos	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
26	RGomes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
27	DAlves	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
28	RCapaz	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
29	LSousa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30	MNunes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31	JCarvalho	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32	ISilva	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
33	ASousa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
34	CSaldanha	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
35	JLibânio	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
36	GCorreia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
37	SQuerido	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
38	SFerreira	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
39	LMacedo	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40	SAbrantes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41	VFernande	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
42	CPinto	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
43	BLoureiro	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2nd step: in another excel insert the same people in the lines (copy paste) an characterise them based on

RELATIONSHIP, PLACE OF LIVING, AGE, AND TYPE OF SOCIAL SUPPORT

- RELATIONSHIP
- 1.Famiy
- 2.Friends (including boy/girl friend)
- 4.university (colleagues)
- 5. professional
- 6- other

2nd step: in another excel insert the same people in the lines (copy paste) an characterise them based on

b) Place of living
1-My city
2-Another city in my country
3-Portugal
4-another country

c) AGE
- 1. about the same age
    2. older – up to 10 years
- 3. older - above 10 years
- 4- younger

NOTE: you can choose other categories that make more sense to you. Just remember to say it in the essay

2nd step: in another excel insert the same people in the lines (copy paste) an characterise them based on

D)type of social support

1-Express feelings: with whom do you take care of personal intimate matters?

2-Material support: to whom do you ask money or other type of personal support?

3-Information and advice: who can give you advice and help you taking a decision?

4-Practical help: who can give you a hand in matters related to work university?

5-Sociability / companionship: with whom do you spend free time, go out, etc.?

NOTE concerning inserting the value for social support : you should insert a 1 if you just receive 1 type of support , 2 if you receive 2 types of support and so on (each type of support is worth 1 value)

How the excel should look like .

	Relationship	Place of living	Age	Type of social support
AntMAT	1 (father)	1	3	4
LuiRIB	4 (colleague)	1	2	2
MarSIlv	1	1	1	2

Next steps – in class – 20th march

- Your 2 excel files :
- 1)square matrix with names
- 2) the file with the attributes of your contacts
- *the **20th march*** the class will be divided into 2 shifts

- **The class will be divided in 2 shifts**
  - M-Z(1st name) – 15.00-15.45
  - A-L (1st name) – 15.45-16.30

Report deadline – April 3rd (in print)

- 5 pages
- I will give instructions after you have inserted the data