

21 Communication Tips

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Connect! Contribute! Empower!

1. **Smile. A smile says “I like you.” It says, “I’m nice.” Smile first.**
2. Show curiosity and interest. Before anything else, ask questions and listen!
3. **Set your intention before you communicate. Decide in advance what you hope to accomplish and what your motive is.**
4. Say your goal (or objective). Just as a teacher tells students what the objective of the lesson is, you can say what your goal is. You will much more likely get your desired outcome when people know what it is that you want.
5. **Be genuine and authentic. Too often, people are not. Good communication requires an honest exchange.**
6. Create relationships. When you communicate, are you building relationships? Write down a few ways you can begin to cultivate relationships. Then follow up.
7. **Think about modalities (or learning styles) Communicate in a way that will be easy for the listener. If they are visual, provide visuals! Tactile learners may need to take notes or use their hands in some way during the communication.**
8. Utilize learning strategies. Have the listener repeat aloud or work with a partner. Or maybe they need to walk and talk!
9. **Structure your talk. Communication is well received when it is in a framework. Different messages should be communicated in different contexts.**
10. Work on yourself continually. Practice the techniques you learn. Your message will improve if you A. Develop yourself, and B. get skilled at the delivery of your message.
11. **Cultivate a Go Give spirit. If you make it a habit to be a giver, people will notice. They will respond with love!**
12. Pretend everything is being recorded. (It probably is!) You will be more aware of your message and delivery if you think it is being captured for future replay.
13. **Keep your word. Don’t make promises you can’t keep, and do what you say you will do. It communicates that you are trustworthy.**
14. If your message is important, repeat it often. We used to call this ‘the broken record technique’. When something is repeated often, it is perceived as important.
15. **Collaborate. Or help them to collaborate. It is the secret sauce in communication. Sharing, helping, and togetherness will get your message across!**

16. Edify. People love to be noticed and admired. When you compliment them (especially to others in front of them) you build them up which makes them more receptive. Need I say, in communication, receptive is good?
17. Give credit. Even when perhaps the credit should go to you, give it away. Credit everyone for any little part they played.
18. Thank them in advance. Before they do whatever it is. This sets the stage and improves the chances it will get done. Complimentary behavior on your part shows you trust them.
19. Introduce people to others who can help them achieve their goals. You will be perceived as very helpful and it makes you look good.
20. Use cuing. Cuing is when you set up the next activity, for example, with a reminder of what is expected of them. You will be setting people up for success rather than failure when you use cuing.
21. Teach them something. With every interaction, be sure that you take the opportunity to leave them better than they were when they found you!

If you need help putting this information to use, please contact us for a free consultation! We can be reached by phone at (702) 339-6874 or email at Laura@7DailyHabits.com Mention you read this report for an automatic discount of 10% off our 20/20 coaching package!