

10 WAYS TO COMMUNICATE BETTER



Communication requires both speaking and listening. When was the last time you experienced a great conversation? Give one of these techniques a try and see what happens.

by Katie Trejo

1 DON'T MULTI-TASK

Be present. Put your phone down. Your shopping list can wait. If you have something to share with someone be engaged and be ready to listen.

2 DON'T PREACH

Conversations are two way. This is not the place to express your opinion without expecting a response. It is ok to set aside your opinion. Remember that everyone you meet will have some type of knowledge you do not have, be willing to learn.

3 ASK OPEN-ENDED QUESTIONS

Ask, who, what, when, where, why? how? If the questions you ask can be answered with a "yes" or "no" the conversation will end with no thinking required.

4 GO WITH THE FLOW

Just keep swimming. Thoughts will come and they need to go. Be sure to continue listening and be present.

5 IF YOU DON'T KNOW, SAY, " I DON'T KNOW."

It is best to be honest. People are drawn to the genuine. There is nothing wrong with saying, " I don't know," Or " Let me look that up."

6 DON'T MAKE THEIR EXPERIENCE YOUR EXPERIENCE

You may have a similar story to share, be present. Listen to the person. Your experience is not their experience. No two people experience any one thing the exact same way. Do not make this moment all about you.

7 TRY NOT TO REPEAT YOURSELF

It is boring. Make your point and move on. We have a tendency to rephrase in order to make our point. This can be seen as condescending.

8 LEAVE OUT THE DETAILS.

Names, dates, details, are not the focus of the conversation, you are. Leave out the specifics and get to the point.

9 BE BRIEF

Be interested in other people. Everyone has something to share. Be prepared to learn something new.

10 LISTEN

God gave us two ears and one mouth, use your ears more than your mouth. It takes effort to listen, but this is an essential part of conversation. Conversation cannot exist without speaking and listening.