



MindTeam Solutions

Proven Techniques You Can Use to Communicate, Cope, and Lead in Uncertain Times

Communication

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The ability to communicate clearly is the single most important key to success. This skill enables success in all personal and professional relationships. Other people will not fully know what you think and feel if you do not communicate clearly. This means that you convey your message in such a way that another person can interpret it correctly. In other words, they understand what you mean. You are responsible for making sure that others can accurately interpret what you communicate to them.

- Use full sentences and correctly-spelled words in your written business and professional communications. Text messaging has its place in environments other than professional ones.
- Read out loud to practice enunciation, pronunciation, and vocal variety. Read classics and self-improvement books aloud.
- Listen fully and completely. Focus on the person who is speaking, without doodling, writing, typing on a keyboard, checking a portable device, or looking around at other people and things. When you focus on the person you hear what they say, how they say it, and are more attuned to what remains unsaid in the process.
- Master word usage by learning a word and practicing how to use it. When you practice using words in the context of your daily speaking and writing, you make them your own and recall them naturally.
- Solve word puzzles. The more you see a variety of words, the more those words imprint on your mind.
- Listen to newscasters on radio and television. They usually use language correctly. This is an inexpensive and accessible learning resource for regional language.
- Talk to people you do not know (in spite of what your mother taught you!) The more you practice conversation skills the more comfortable you become at networking.
- Interview to gain information on how you can meet an employer's or client's needs rather than "selling yourself". Doing so takes the pressure off of you to get immediate results. You collect information you can use for a future proposal or job interview.
- Put a task note on your calendar at the date when you commit to follow up with someone. For example, if your connection asks you to call back in two months, put a task note at the 2-month date. When the time arrives and you see your note, you perform your task and amaze and impress your connection.

MindTeam Solutions, Inc.

Great things happen when groups get together!

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Tips from "Stuff for Busy People" pocket
reference book series

