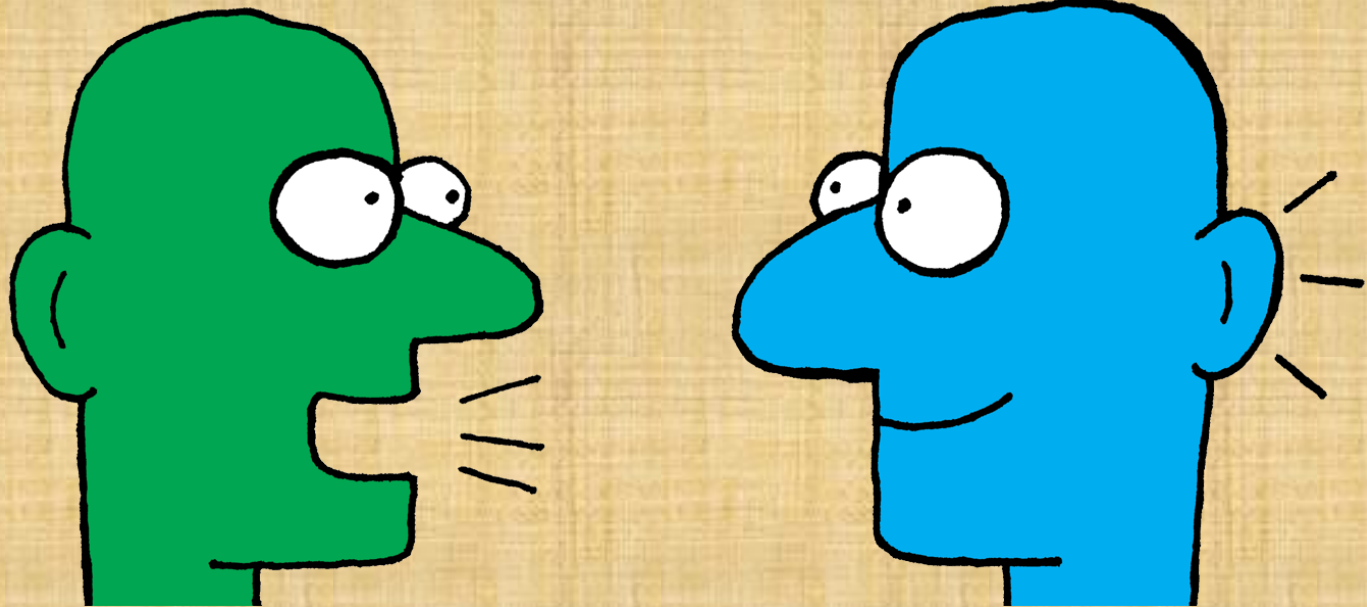# Effective Communication Tips

Effective Communication Tips

- Voice
- Intent
- Body Language
- Timing
- Approach
- Being Clear

Voice

Make sure the tone of your voice and the volume of your voice are right for what you are saying.
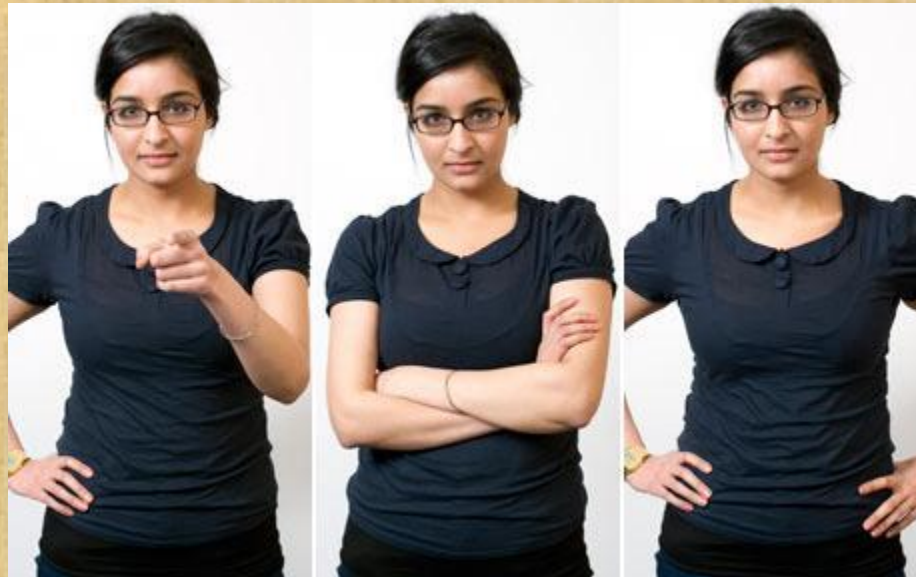
Intent

Know what you want if you are asking for something. What outcomes would be okay with you?

Body Language

Think about what you are saying with your body. Are your arms folded? Are you looking somewhere else? Are you turned toward the person or away from them? It is best when your body language is saying the same thing your words are saying.

Timing

Think about when you are going to ask for something or bring up a difficult topic. Does the other person have the time and energy to devote at that moment?

Approach

Think about how you bring something up. Are you defensive, attacking or angry?

Being Clear

Know what it is you want to say or bring up. Pay attention to word choice, tone of voice, and body language.

Effective communication often includes:

- "I" statements ("I think…" "I want…")
- Expressing opinions ("I believe…")
- Saying "No" firmly but respectfully
- Asking for what you want
- Initiating conversations
- Expressing positive feelings
- Expressing appreciation
- Stating your strengths and abilities ("I can…")