



Here are some great tips to help you make your communication more effective.

**Tip number 1: Active Listening –**

Truly listen to what the other person is saying without interrupting. This shows respect and helps you understand their perspective better. This can be hard since more often than not, we begin to formulate our response to what is being said rather than focusing to really hear them. People are more open to hearing the other's perspective when they feel that they have truly been heard first.

**Second tip: Clarity -**

Be clear about your message. Avoid jargon and speak in simple terms to ensure your point gets across without confusion.

**Tip number 3: Empathy –**

Put yourself in the other person's shoes. Empathizing with their situation or feelings can build a stronger connection and make your communication more effective. It might even help you clarify your position.

**Tip number 4: Body Language –**

Non-verbal cues like eye contact, facial expressions, and gestures play a huge role. Behavioral scientists will tell us that these non-verbal cues often convey more than words themselves.

**Tip number 5: Feedback –**

Encourage and invite feedback to ensure your message is understood correctly. Ask for clarifications and be open to receiving feedback about your own communication style. It's more about how the message is received than the way you feel it is delivered.

**Tip number 6: Brevity –**

Keep your communication concise. Respect other people's time by getting to the point without unnecessary details or long stories.

**Tip number 7: Assertiveness –**

Communicate your needs and opinions confidently but respectfully. Avoid being passive and certainly being seen as aggressive. Assertiveness is not aggressiveness. Speaking clearly is assertiveness. Aggressiveness is making threats, accusations, or giving ultimatums.

Effective communication is a skill that you can learn and continuously improve upon. Practice these tips and you'll find your conversations becoming more fruitful and meaningful. Which of the tips provided do you think is the most challenging for you?