



**Awaken
the Change**

Focusing Minds For Positive Results

50 WAYS TO IMPROVE COMMUNICATION

Communicate, communicate, and communicate. If there is one word that people and businesses want and need that is communication and often better communication. So if it's so important why don't we do it? Here is a list that I have developed about how to communicate. Many of the methods of communication are portrayed subconsciously but still there is a lot that we can do to communicate better.

1. Greet someone with interest
2. Paint a picture
3. Speak clearly
4. Actively listen and respond
5. Use gestures appropriately
6. Find out how to communicate in different cultural situations
7. Ask questions
8. Check understanding
9. Speak in a similar way to the person that you are speaking to
10. Write a letter
11. Send an email
12. Fax a message
13. Hold a meeting
14. Write a report
15. Visit your staff
16. Ask how people are feeling
17. Dress in a certain way
18. Smile
19. Make a collage
20. Check your body language, is it open and positive?