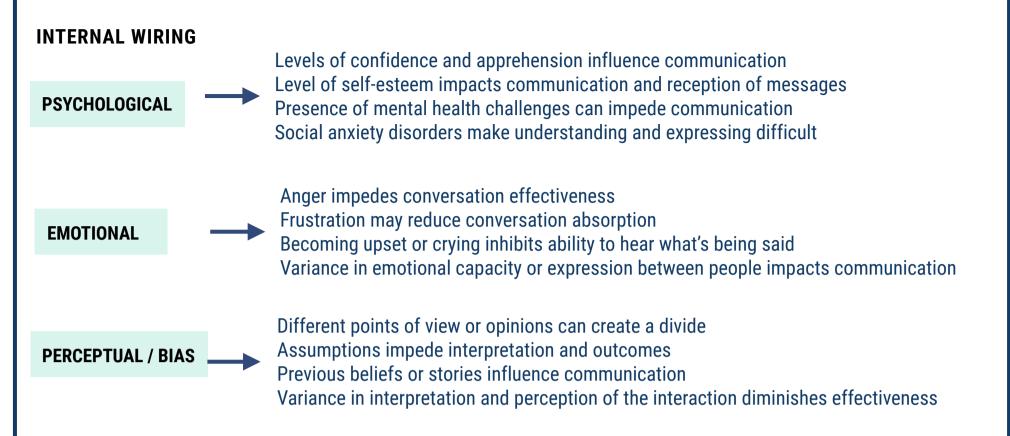
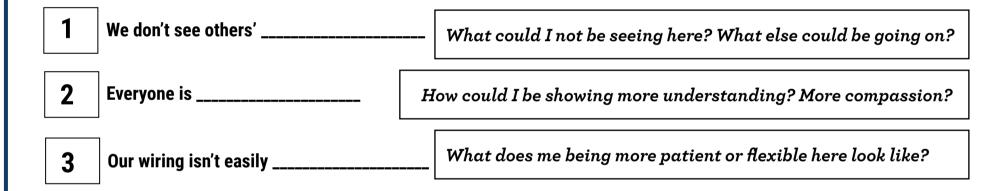
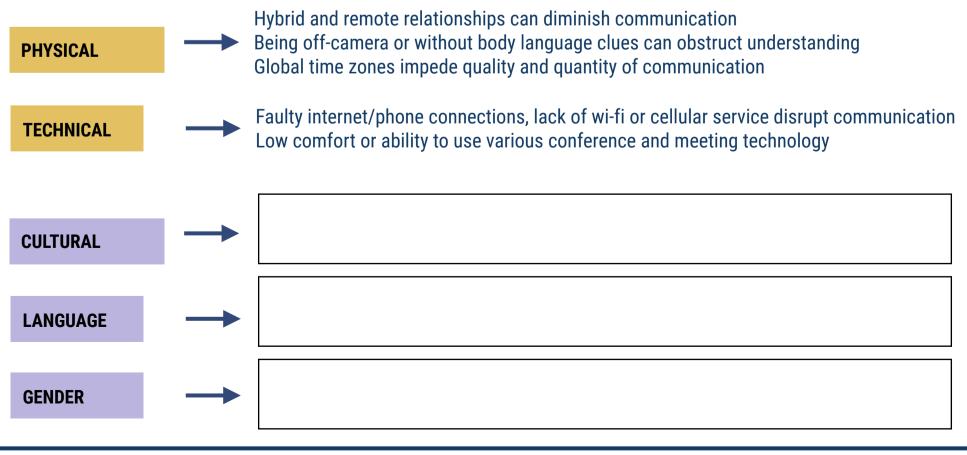
BREAKING BARRIERS TO COMMUNICATION



REMEMBER THIS:



BARRIERS TO COMMUNICATION



COMMUNICATION CHECKLIST	EMPOWERSHIP
Did the message or the meaning of this conversation get through or get distorted?	
Did the mode (IM, text, email, video, in-person) work for this conversation?	
How do I feel this conversation went?	
What was the outcome?	
Other person / people I can ask for feedback on this conversation?	

IMPROVING COMMUNICATION IMPACT



WEEKLY ASSIGNMENTS



WEEK ONE: ASSESSING COMMUNICATION BREAKDOWNS AT WORK

COMPLETE WORKBOOK PAGES 1-2, THEN ANSWER THE QUESTION BELOW.

End of week reflection:

IS THERE ANYONE AT WORK WITH WHOM COMMUNICATION ISN'T OPTIMAL? DESCRIBE THE DYNAMIC BELOW AND SEE IF YOU CAN IDENTIFY ANY OF THE BARRIERS FROM PAGE 1 THAT MIGHT BE CONTRIBUTING FACTORS.



WEEK TWO: COMMUNICATION AUDIT

USE THE BELOW AUDIT FORM IN THE NEXT WEEK TO HELP DISCERN WHERE YOU CAN MAKE COMMUNICATION MORE EFFECTIVE AT WORK.

Did the message or the meaning of this conversation get through or get distorted?	YES NO
Did the mode (IM, text, email, video, in-person) work for this conversation?	YES NO
How do I feel this conversation went?	
What was the outcome?	
Other person / people I can ask for feedback on this conversation?	

WEEKLY ASSIGNMENTS



WEEK THREE: REFLECT ON WHERE THERE'S POTENTIAL TO IMPROVE

REVIEW YOUR NOTES IN THESE WORKBOOK PAGES, THEN CONSIDER THE BELOW QUESTIONS.

End of week reflection:

WHERE OR WITH WHOM IS INEFFECTIVE COMMUNICATION MOST APPARENT?

WHAT IS SOMETHING I CAN DO TO IMPROVE THINGS OR REMOVE BARRIERS WITH THIS PERSON?

DO I RECOGNIZE ANY PATTERNS IN MY BEHAVIOR OR COMMUNICATION STYLE THAT TYPICALLY GET IN MY WAY WHEN COMMUNICATING AT WORK? WHAT'S ONE STEP I CAN TAKE TO IMPROVE THAT?

WHEN I THINK OUT A FEW MONTHS FROM NOW, WHAT IS THE SHIFT I'D LIKE TO SEE WITH REGARD TO BEING A BETTER COMMUNICATOR AT WORK?