



Communication Worksheet

Communicating is a skill. Think about ways that you can be a better communicator. Complete the worksheet with specific information that is relevant to you. Refer back to this sheet before going into a difficult conversation so that you will be able to stay calm and focused.

- I will be an active listener by...

- I will consider my body language by...

- I will stay focused by...

- I will use other communication channels when...

- My neutrally stated issues are...



- I will rephrase my language by...

- I will be business-like by...

- I will prepare for conversations by...

- I will avoid high conflict by ...

- I will use these strategies to deflect conflict by...
