

# 10 WAYS TO IMPROVE COMMUNICATION HABITS



LISTEN, LISTEN,  
AND LISTEN



CAREFULLY CHECK  
ANY MESSAGES BEFORE  
HITTING SEND



BODY LANGUAGE  
MATTERS

KNOW YOUR  
AUDIENCE

TREAT EVERYONE  
EQUALLY

BE BRIEF  
YET SPECIFIC



WRITE YOUR  
THOUGHTS  
DOWN



SOMETIMES IT'S BETTER  
TO PICK UP THE PHONE OR  
MEET IN PERSON



THINK  
BEFORE  
SPEAKING

**MAINTAIN A POSITIVE ATTITUDE**  
AVOID BEING PESSIMISTIC OVER REALISTIC

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*Not intended to be a substitute for professional medical advice, diagnosis, or treatment.  
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