



Welcome to the Quick Results Communications Toolkit

Thanks for joining us! Each month you will receive powerful tips and tools for building effective business relationships. Several of these tips and tools will enhance things you already do. Some examples: We all listen, but we also know that sometimes we don't listen too well. We all ask questions, but sometimes we'd like to find out more but aren't sure how to get there. How good are we at getting our point across? What about dealing with those difficult people we encounter? And lots more.

I've shared this body of knowledge with over 1,000 people. The vast majority said it made a positive difference in their relationships. A few even said it changed their lives.

Each month, the How To Who Toolkit takes you through one aspect of communications at a time. We explore it — how it works and how to understand ways to do it better. By receiving one tool each month, you can focus on integrating it into your personal style. The tools are sequenced to build on each other, although the sequence is not rigid. So feel free to work in your own sequence.

Paramount to these tips and tools working for you is to USE them. Some of these communication tools appear simple on the surface, and since

you're definitely already doing things like questioning and listening, it requires work to fuse them into what you already do. What's new is the level of sophistication and awareness you can gain.

The key to making this work for you is to take the time to understand each element. The only way they work is for you to use them repeatedly until they become as automatic as questions and listening are for you right now. Use the element over and over until it flows into your natural, personal style of communications. It feels so cool when you discover yourself using some of these skills on autopilot — not having to think about them. Even cooler, of course, is the results you will discover in improved business relationships.

Make Each Tool Work for You

Some of these tools are very simple; some are more complex. Work at your own pace. Don't expect to get it all at once; no one can. Take care and time to learn, absorb, use, and integrate one or two things at a time. You're learning how to enhance relationships. That's a big deal! Learn, absorb, use and integrate. Patience, Grasshopper.

Keep in mind that we are here for you. On the 4th Wednesday of every month, we hold our [Members' Open Forum](#) conference call at 3:00 PM Eastern Time. This is your opportunity to talk with us about any How To Who subject you wish. You may have a question, or a thorny situation, or

just want to learn more about a particular aspect of How To Who. To join us on [Members' Open Forum](#), just email us at support@HowToWho.com. Tell us what you want to talk about, and we'll email you the phone number and access code. We look forward to getting to know you.

Next week, you'll get the first tool for your kit: [How to Get What You're Looking For](#). I'm beginning with this because I want you to get off to a quick start. This is a handy shorthand way to let people know exactly what you need — avoids confusion, and, as you'll see, it also increases your chance for success.

Enjoy your journey to building successful business relationships. Get ready for people to notice the impact you make when you talk with them. Get ready to revel in the new ease and effectiveness in your business relationships.