



## Practice Strategies for How to talk be Understood

The key to this lesson is to grasp the idea of headlining your thoughts before you speak. This helps people listen better because they don't have to guess where you're going. They get more of what you say.

So here your strategies:

### #1 When you're the Speaker:

The next time you're going to tell someone something, pause and figure out the headline of what you want to say. Notice how readily people get the gist of what you mean.

### #2: When you're the Listener:

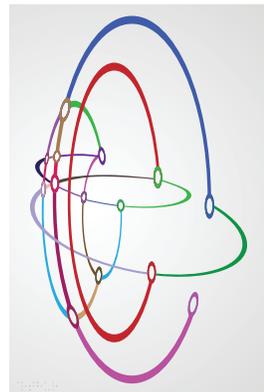
Make note of your thoughts as you listen. This frees your mind back to the speaker. You'll find your attention shifting in and out as you hear things. Your fast-moving mind will be making all sorts of connections as it makes sense of what you're hearing. This is because when the speaker talks, our internal voice starts chattering: "*Where is this going?*" "*Oh yes, and...*", or "*She's wrong/right/uninformed...*" or, "*I have lots to add; let's see there's... and ..., hope I can remember all these*", etc. There's a lot going on inside our heads. It often happens that we start a mental list of points/counterpoints we want to make — and we lose track of what's being said.

So here's a tip: If it's at all possible, when listening take notes of your thoughts to free your mind to re-connect with the speaker. Try to capture just enough so you'll remember your thought, then return your attention to the speaker. Often one or two words will suffice.

Be aware that your mind is always picking up a myriad of unconscious, subtle signals — not only from the speaker but also from those around you. So, use your focus skills, try take notes, and hope the person speaking is a headliner.

## Looking Ahead

By now you're picking up some very useful communication skills. Now I want to share something as fundamental as trust: I call it The Big Picture. Understand this and you'll be able to put yourself way ahead of the game. Stay tuned...



Remember if you want to talk with us about How To Who, just send me an email at [support@HowToWho.com](mailto:support@HowToWho.com) and tell me what you want to discuss. I'll send you the access information so you can join us. We talk on the 4th Wednesday of each month at 3:00 PM Eastern Time.