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# How to communicate effectively

A guide by Tamara Al-halaseh



## How to communicate effectively.

Effective communication is one of the keys to success, from a business as well as from a personal stand point.

Having communication problems is not just time-consuming, it can be really detrimental and harmful for your business & personal relationships.

Practice these simple yet effective techniques to be able to convey your message professionally and effectively in your personal and professional life:

**Be specific & direct.** When you communicate ( be it a phone call, email or simply talk at a meeting or social setting) avoid spending too much time on unnecessarily details. Keep it straight to the point. Being specific & direct is a symbol of respect to others, to theirs & your time.

**Be focused.** If you are not focused, you can easily misguide the people you talk to by forgetting to share important information on the matter. Being focused and direct shows that you are confident and know what you want to achieve and what is of value to you.

**Situation dependant** Keep in mind that the way you present any information and communicate depends on the people that you are talking to. Choose your words according to the situation and the people, the way you speak to your spouse will be different to the way you speak to your manager, a child or a police officer.

**Choose your words wisely.** Language is powerful. One word can make or break a conversation. Yes, most of what we communicate lies in the unspoken, the space between the words or energy underlying them ( or your intention) ; but the words you choose have the power to bring someone closer to you and understanding your message ; or to steer them further away from you.

**Employ Active Listening,** in order to be understood and heard , you need to practice the same skill – listen and pay attention when others are speaking to you . By being an active listener , you may gain some insights that perhaps you may have overlooked?

**Be present,** Do not multi task or look at your phone or watch, or do other things while communicating to someone - as that is see as a sign of disrespect and that you would rather be somewhere else.

**Nonverbal Communication.** Body language, eye contact, hand gestures, and tone & temp of your voice all reflect the message that you are trying to convey.

**Be Empathetic.** Using phrases as simple as "I understand where you are coming from" demonstrate that you have been listening to the other person and respect their opinions.

**Practice to not say 'BUT'**. When you say the word but it completes disregards the phrase you said before, watch your wording as mentioned before.

**Do not blame , accuse or play the victim.** How many of us speak from *our* view point and see others as the person doing *us* the harm, yes they may be , however when you come from another's person's reference and point of view and set aside your 'emotions' you will have more clarity and perspective to their feelings and your own.



**Be Respectful**, People will be more open to communicating with you if you convey respect for them and their ideas. Simple actions like using a person's name, making eye contact, and actively listening when a person speaks will make the person feel appreciated. On the phone, avoid distractions and stay focused on the conversation.

**Speak your truth** realise that not everyone will agree with you and your personal view point, determine your growth and learning from the situation . Learning is how we move from our reactive role and victimhood into conscious action, growth and personal responsibility.

**Keep emotions in check** , to make your views heard, being emotional will only cause more miscommunication & could trigger others and yourself. It does not help the situation. If you are angry, upset or feel intimidated or threatened, rather take a breather or 'time out' and continue the 'conversation' when you are in a calmer state and are able to resume the conversation.

**Repeat & summarise** ( *useful in most settings*) To make sure that you have been understood you completely, in the end of the conversation, shortly summarise what you've said, stress on the most important parts and make sure that you are clearly understood, allow the other party to do the same.

**Take notes (in a business setting)** Taking short notes or simply writing down keywords, will help you keep the important things, that you would like to talk about, in mind. Simply, write it down and listen effectively.

**Know when to walk away** , practicing kindness and courage at the same time when you realise you are really doing your best in your power to communicate authentically and respectfully and the other party is not meeting you half way ( or at all) – be it in business or personal setting – you may need to reconsider your relationship with this person & cut ties for your own emotional wellbeing.

Practice these simple yet effective techniques , if you still require assistance in effectively communicating , you can use Neuro Linguistic Programming to learn how to be more specific, direct and clear in almost all areas of your life and how to manifest clear outcomes and objectives.

- ⇒ NLP or Neuro Linguistic Programming is an incredibly powerful approach to communication and personal development
- ⇒ Know what you want and learn how to reframe the negative experiences from misunderstandings caused by miscommunications
- ⇒ In NLP we believe that the more precisely and positively you can define what you want, the more likely you are to achieve it. In every interaction, action or thought, you should know what you want to achieve as your outcome, emotions aside!
- ⇒ NLP teaches you how to communicate and how take control of the situation than rather being 'reactive', through a process of dissociation – which a qualified NLP practitioner can take you though.

As a qualified internationally certified Executive Business Coach, Life Coach & Neuro-Linguistic Programming Practitioner , I can aid you in your journey of life ( Business, Personal and Wellness)



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## About Me



Hi I am Tamara.

I hold a Bachelor of Arts (Honors) in Business Management Studies with Systems Practice. I am an internationally certified Executive Business Coach, Life Coach & Neuro-Linguistic Programming Practitioner.

I am an experienced Business Development Director with a demonstrated history of working in Retail, Information Communications Technology (ICT), and most recently the Coaching Industry. I am skilled in all areas of Business Management, with a solid track record in Business Systems Management, Business Leadership, Sales, Operations, IT systems Development, as well as Human Resources Management. I am also a Yoga Alliance Certified Vinyasa Yoga Instructor, as well as a free-lance photographer.

I am passionate about people & aiding others on their personal development journey ( be it in their personal or professional lives).

Follow me on social media:

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Your Journey Begins Here!