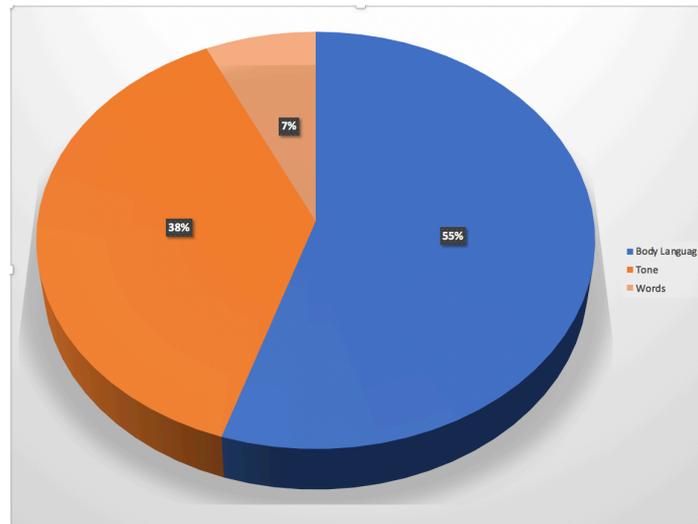


## ***Communication – More Than Words***

*4 easy techniques to improve communication with others.*

Almost every one of us gives a different meaning to words we speak and hear. It is therefore, crucial to consider the non-verbal and verbal possibilities we have for clarifying our message. Every form of communication creates a response in our brain. What you say (spoken words) and how you say it (voice tone) is estimated to be 45% of communication, while 55% is body language. Apply the four simple tips presented here throughout your day to decrease miscommunication and dramatically increases your effective communication ratio.



1. When you make contact with the other person, greet the other person with a soft and warm look in your eyes. Having a friendly facial expression prevents the other person from using his defense mechanism.
2. Speak slowly, clearly, and attentively to promote relaxation. The more relaxed both parties are, the better all parties can listen to the words that are spoken. Research shows that when you 'listen' with your frontal lobe, you start developing and imagining a story based on your positive and negative inner speech. If you are fully present in the moment and listen attentively, it's easier to process with your visual cortex. By doing so, you stay closer to reality and avoid making assumptions. Using a warm voice even has healing potential.
3. Speak briefly and succinctly. Studies have shown, our brain can remember in 10 seconds increments. If you consider that we have an average of 3 minutes to speak, then you can understand how much information we want to share is lost. Teach yourself is to talk in one or two sentences, or 10 to a maximum of 20 words at a time, then pause. Observe the person or persons you are engaged with to be sure your message was correctly received.
4. Finally, use calm and slow gestures with your hands and arms to clarify your explanations and keep the other person's attention – And, applying this tip to a heated conversation when emotions may be escalating can reduce sending unintended messages with negative body language. When you slowly move your hands with an

opening and welcoming movement, it allows the receiver to track the calm tempo visually.

In the next few days, pay attention to how you communicate. Introduce the elements mentioned above of effective communication one by one into your conversations. Each evening, take note of what went well, and notice the subtle quality changes of your relationships. Experiment and listen to your intuition.

