

Improve Your Communication Skills

April 5, 2021

- Live weekly Product and Business Meeting April, 10th Saturday of each month 10 AM CT: <https://zoom.us/j/215452258> or www.allaboutmannatech.com
- Next TNL: April 13th at 7:30 Pm CT www.allaboutmannatech.com
- This week's "Product Focus:" GI-Biome System
- Are you on your way to Hawaii with us??? Tracking report is now in SuccessTracker

Article "14 Proven Ways to Improve your Communication Skills" by Deep Patel, Entrepreneur Leadership Network

Introduction:

Why is it critical to Improve your Communication Skills?

Successful people learn how to meaningfully communicate with others...it is how we lead.

1. Learn the basics of nonverbal communication
 - a. One study showed 55% of communication is non-verbal.
 - b. To be effective, communicate clearly and confidently
 - 1) Avoid slouching, do not fold your arms or make yourself smaller than you are; make eye contact, fill the space you are given.
 - c. Learn how to read others body language: article "8 tricks for reading People's Body Language"
2. Sometimes you have to over-communicate just to communicate
 - a. 1990 study showed how presenters overestimate how much listeners understand ("the tappers and the listeners"). Result: important to communicate clearly and over-communicate when sharing new ideas.
3. Avoid relying on visual aids
 - a. Steve Jobs outlawed all PowerPoint presentations as did Sheryl Sandberg at FB...felt they hindered.
 - b. Be prepared to use words.
4. Ask for honest feedback
 - a. Honest feedback will always lead to improving ourselves in all ways...
5. Engage the audience in discussion
 - a. Audience has limited attention span.
 - b. Engaging them in active participation keeps them engaged.
6. Start and end with key points
 - a. The most important parts of your presentation is the beginning and the end. Reiterate your key points to start and then again at ending.

- b. Another way to assure key points are communicated clearly is to give attendees a one-pager.
- 7. Use the PIP approach
 - a. Business experts use the following framework: Purpose first, Importance second and Preview in your presentation introduction.
- 8. Record important presentations for posterity
 - a. Effective presentations should always be saved. They can be used over and over.
- 9. Master the art of timing
 - a. If you choose to add comedy, or other effective tools as such, make sure you master the art of timing. Chris Rock and Dave Chappelle are two that have done that.
- 10. Get comfortable speaking extemporaneously
 - a. Practice, practice and practice more. For us that looks like talking with many people until the language just flows and your confidence just grows.
 - b. Understand your material so well that it comes naturally.
- 11. Get to know your audience
 - a. Get to know your audience first.... whether 1 or 100. With 1, focus on asking questions to find out what their life is like, concerns, health, financial needs.
 - b. Also get to know their preferred way of communication.
- 12. Add novelty to improve audience retention
 - a. A recent study showed that people generally retain more information when presented with novel, as opposed to routine situations.
How can you make your communication novel?
- 13. Focus on earning respect instead of laughs
 - a. Most successful communications occur from earning respect versus laughter.
 - b. Avoid ending a presentation with a laugh...if using this, only at the start perhaps to "break the ice."
- 14. Be a great listener
 - a. Listening skills are critical! People don't care how much you know until they know how much you care! #1 way to show you care is by asking questions and truly listening.

26 Brilliant Quotes on the Super Power of Words

Words can inspire. And words can destroy. Choose yours well.

BY [PETER ECONOMY@BIZZWRITER](mailto:Peter.Economy@BizzWriter.com)

The words you write or speak to others can leave a huge impact and create a lasting memory--either good or bad--so it's super important to choose them wisely. Words can make or break a relationship and your choice of words and the way you express yourself can accelerate or kill your career. Here are 26 quotes on the power of words.

1. "Be mindful when it comes to your words. A string of some that don't mean much to you, may stick with someone else for a lifetime." -Rachel Wolchin
2. "Be careful with your words. Once they are said, they can be only forgiven, not forgotten." -Unknown
3. "Words are free. It's how you use them that may cost you." -KushandWizdom
4. "Raise your words, not your voice. It is rain that grows flowers, not thunder." -Rumi
5. "...But the human tongue is a beast that few can master. It strains constantly to break out of its cage, and if it is not tamed, it will run wild and cause you grief." -Unknown
6. "The secret of being boring is to say everything." -Voltaire
7. "One kind word can change someone's entire day." -Unknown
8. "Handle them carefully, for words have more power than atom bombs." -Pearl Strachan Hurd
9. "Words have energy and power with the ability to help, to heal, to hinder, to hurt, to harm, to humiliate, and to humble." -Yehuda Berg
10. "My task, which I am trying to achieve is, by the power of the written word, to make you hear, to make you feel--it is, before all, to make you see." -Joseph Conrad
11. "Kind words can be short and easy to speak, but their echoes are truly endless." -Mother Teresa
12. "The tongue has no bones, but is strong enough to break a heart. So be careful with your words." -Unknown
13. "Be careful what you say. You can say something hurtful in ten seconds, but ten years later, the wounds are still there." -Joel Osteen
14. "All I need is a sheet of paper and something to write with, and then I can turn the world upside down." -Friedrich Nietzsche
15. "Don't mix bad words with your bad mood. You'll have many opportunities to change a mood, but you'll never get the opportunity to replace the words you spoke." -Unknown
16. "Don't ever diminish the power of words. Words move hearts and hearts move limbs." -Hamza Yusuf
17. "Words are seeds that do more than blow around. They land in our hearts and not the ground. Be careful what you plant and careful what you say. You might have to eat what you planted one day." -Unknown
18. "Words have no power to impress the mind without the exquisite horror of their reality." -Edgar Allan Poe
19. "A broken bone can heal, but the wound a word opens can fester forever." -Jessamyn West
20. "Good words are worth much, and cost little." -George Herbert

21. "Your words have power. Speak words that are kind, loving, positive, uplifting, encouraging, and life-giving." -Unknown
22. "Kind words are a creative force, a power that concurs in the building up of all that is good, and energy that showers blessings upon the world." -Lawrence G. Lovasik
23. "No matter what anybody tells you, words and ideas can change the world." -John Keating
24. "The best word shakers were the ones who understood the true power of words. They were the ones who could climb the highest." -Markus Zusak
25. "Speech has power. Words do not fade. What starts out as a sound, ends in a deed." - Abraham Joshua Herschel
26. "If we understood the power of our thoughts, we would guard them more closely. If we understood the awesome power of our words, we would prefer silence to almost anything negative. In our thoughts and words, we create our own weaknesses and our own strengths. Our limitations and joys begin in our hearts. We can always replace negative with positive." -Betty Eadie