



Communication Cheat Sheet: Quick Tips to Recharge Conversations

Why Communication Matters (Even During Downtime)

Even in moments of rest, how we communicate shapes our energy and relationships. Whether it's with family at the lake or during a client call between vacations, great communication creates clarity, reduces stress, and deepens connection.

Quick Tips for Recharging Conversations

-  Pause before responding - give yourself space to listen fully.
-  Use 'I' statements - especially during tough moments: 'I feel...', 'I need...', 'I notice...'
-  Stay curious - ask open-ended questions like: 'What's on your mind?' or 'Tell me more about that.'
-  Know when to unplug - sometimes, no response is the healthiest response.
-  Journal before high-stakes conversations to clear your thoughts.

Reflective Journaling Prompts for Communication Clarity

-  What conversations recently gave me energy? Why?
-  Where have I been reactive instead of responsive? What triggered it?
-  What do I wish I had said differently - and how can I say it better next time?
-  Whose voice do I need to hear more clearly - and how can I create space for it?

Remember: Great communication isn't about saying more. It's about connecting more.

Use this time of year to reset not just your schedule, but your conversations. You'll return with more clarity, compassion, and calm.

With Gratitude & Encouragement

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