

WORKSHEET 63

FROM GEEK TO LEAD

COMMUNICATIONS CHECKLIST

Here is a checklist to help you reflect on and plan your communications.

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| ☐ Listen more, speak less. | ☐ Consider how and whom you can influence, and if not you, who? |
| ☐ Be specific and succinct. Generosity of detail and information can follow when appropriate. | ☐ Be an example, a role model. |
| ☐ Plan and prepare. | ☐ Acknowledge and work with other people's styles and strengths. |
| ☐ Listen to understand first. | ☐ Add storytelling to your tool kit. |
| ☐ Choose words carefully to create shared understanding. | ☐ Refer to the checklist regularly to see what progress you are making, what you are learning, and what you are doing well. |
| ☐ Be aware of your and others' assumptions. | ☐ Ask trusted peers or colleagues to give you feedback. |
| ☐ Balance inquiry (asking the questions) and advocacy (explaining your thinking and reasoning) to reach better outcomes. | ☐ If you keep a notebook, you can record your findings too. |
| ☐ Keep a positive outlook by using positive language. | |

