CHECKLIST · RELATIONSHIP

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Adapting Communication Styles

Adapting how you communicate strengthens understanding and minimizes misunderstandings. Use this checklist to refine your communication style.



10 steps | Print-ready A4

NAME _____ START _____ TARGET DATE _____

1 Understand Your Own Style

Reflect on how you express yourself in conversations.

TIP *Note if you tend to be assertive, passive, or overly direct.*

2 Identify the Other Person's Style

Observe their preferences, such as verbal, non-verbal, or written communication.

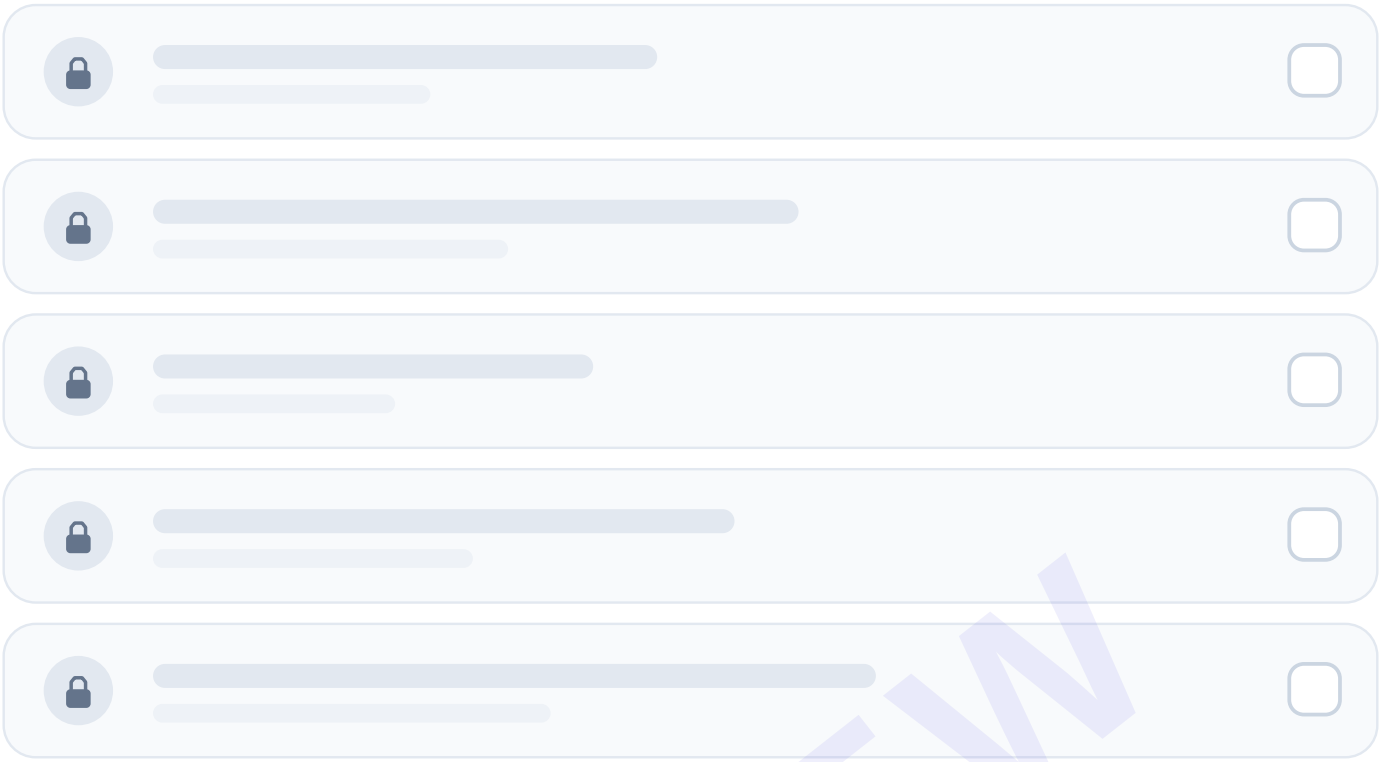
TIP *Ask questions like, "Do you prefer to talk things through or have time to think first?"*

3 Practice Active Listening

Focus entirely on what the other person is saying without planning your response.

TIP *Paraphrase what they've said to confirm understanding, like, "So, you're feeling overwhelmed at work?"*

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