

HOW TO COMMUNICATE EFFECTIVELY USING THESE FIVE EASY HABITS



Summary: *If you have been told to work on your communication skills recently, do not worry, we have come up with five habits that can make you an effective communicator.*

Being told to work on your [communication skills](#) can be scary for some people, especially those who are hoping to move into a management position in the near future at work. But, it should be taken seriously and done with the utmost commitment. To be an effective communicator takes time, patience, experience and plenty of practice. In order to make this happen, you will need to begin putting the five habits we discuss in this post to use each day of the week.

Begin Using the Word 'And'

As a leader, the word "and" becomes very important. It should replace the word "but" from your vocabulary as often as possible. When you say but, the person you are speaking with will forget the first part of the sentence and only focus on the second part. You can say the exact same thing using the word and instead of the word but, making it sound better and keeping the interest of the other person focused on what you are saying.

Always Use Facts

It is difficult enough to be a strong communicator, so be sure you do not make it more difficult by fabricating stories. When you speak with people, whether they are co-workers or subordinates, make sure you always stick to the facts. When you use the facts, it means that you are trying to be honest and open with the people around you.

Do Not Defend Positions

Arguments or disagreements come up often among co-workers in the office. In order to be an effective communicator, one must avoid defending positions. When someone expresses concerns over a project, you need to ask that person what it is that is so difficult and how the problem can be resolved. If you simply say the project can be completed, you are defending a position.

Use Silence as Much as You Use Words

Silence is golden. There is a lot of truth in that statement. You need to use silence as much as you use words when being an effective communicator. Instead of thinking about what you will say next during a conversation, take the time to really listen to what the other person is saying. It will save you a lot of time and stress and help you solve any issues at hand.

Engage the Other Side's Point of View

Some of the greatest communicators today are able to see the other point of view in a conversation or situation. You need to understand where the other people are coming from, whether it is their [religious beliefs](#), their professional beliefs or their personal situations.