

The 4 T's of Effective Communication

1. TIMING <ul style="list-style-type: none">• Is this the best time to talk about this subject considering the time of day, how much time we have to talk, or the overall mood?• Have I given myself time to process my emotions so that I can focus on talking without being offensive?	2. TONE <ul style="list-style-type: none">• If I bring this up right now, am I going to sound angry, critical, or condescending?• What is my body language saying right now?
3. TECHNIQUE <ul style="list-style-type: none">• Is it wise to communicate via text or should I wait until we are face to face?• Am I focused on a resolution or do I just want to be heard?• Am I willing to accept responsibility for the role I play or do I just want to place blame?	4. TRUTH <ul style="list-style-type: none">• Is what I'm about to say true, honorable, pure, and respectful?• Am I ready to hear the truth about myself, even if the timing, tone, and technique are not acceptable?