

## The 4 T's of Effective Communication

### 1. TIMING

- 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

- 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

- 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

- 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?