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The Right Amount of Communication Tips for Good Communication

If your goal is to fully understand and connect with the other person, listening effectively will often come naturally. Below are some tips to help you communicate better. The more you practice them, the more effective and rewarding your interactions with others will become.

- **Focus fully on the speaker,** his or her body language, and other nonverbal cues. If you're daydreaming, checking text messages, or doodling, you're almost certain to miss nonverbal cues in the conversation. If you find it hard to concentrate on some speakers, try repeating their words over in your head—it will reinforce their message and help you stay focused.
- **Avoid interrupting** or trying to redirect the conversation to your concerns, by saying something like, "If you think that's bad, let me tell you what happened to me." Listening is not the same as waiting for your turn to talk. You can't concentrate on what someone's saying if you're forming what you're going to say next. Often, the speaker can read your facial expressions and know that your mind is elsewhere.
- **Watch Too Much Information.** There is the right amount of information to share. If you give too much then that is time wasted and really not necessary and if you give too little then the person you are talking to won't fully know what you are telling them or what they need to do with that information.
- **Avoid seeming judgmental.** In order to communicate effectively with someone, you don't have to like them or agree with their ideas, values, or opinions. However, you do need to set aside your judgment and withhold blame and criticism in order to fully understand a person. The most difficult communication, when successfully executed, can lead to the most unlikely and profound connection with someone.
- **Right time and place.** Make sure that when you are going to talk to someone about something that they are available and able to talk to you at that time. Just because you see them walking by doesn't mean that they have time to talk. Assess how important the communication is and if you need to interrupt them right then. Next, decide if where you are is a good location to talk. Watch who is around you and if they should hear the conversation.

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- **Show your interest** in what's being said. Nod occasionally, smile at the person, and make sure your posture is open and inviting. Encourage the speaker to continue with small verbal comments like "yes" or "uh huh."