

Authentic Communication Checklist

Authentic communication is an important skill for inspiring leaders and aspiring leaders. Use this checklist before important interactions to help you focus, and after conversations and meetings to confirm you communicated what you intended.

- ➔ **Did I express my ideas?**
- ➔ **Did I invite and consider other points of view?**
- ➔ **Did I explore the status quo and take action to be creative in ways that will bring about the best outcomes?**
- ➔ **Did I listen to advice or ideas that I need to consider or act on?**
- ➔ **Did I ask for what I want by focusing on a solution (instead of focusing on / pointing out what someone else did wrong)?**
- ➔ **Did I share my objections or concerns in a way that the other person could hear me?**

If you answered “yes” to all the above questions, you created authentic communication.

If you answered “no” to any question, this is an area you may want to circle back to and reopen the conversation.

Print this checklist! Keep it somewhere visible so that you can reference it daily.

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