

# ***Effective Communication; Getting Present***

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Harmony and fulfillment are arising in communication!

Peace of mind is a function of communication!

Love and intimacy is a function of communication!

Without communication there is no effectiveness among people and no efficiency and increase in productivity among teams! Without communication there is no workability, nor team work!

We all are members of so many teams, our relationship, our family, our work, our communities and our society. People are everywhere! People who want to be effective and productive, people who want to play and have fun and laugh more often! And people who deep in their soul want to be effective in communication with others.

Have you ever been “stuck” in communicating to someone? Have you ever been frustrated when you were communicating to others? Have you ever said “That’s it! You are not getting what I am saying!” It can be upsetting, tiring and overwhelming! Right?

In this two parts article we will cover total of 21 points on communication and we are working on learning about how to;

- Stay present to purpose of your communication.
- Be responsible for your communication and for how it is received by your listeners.
- Be clear and effective in your communications.
- Speak the truth without causing upsets for others or yourself.

As I always said; “If you just talk you can get by. But if you skillfully, intimately and deeply communicate, you can work miracles.”

## **1. Recognize “your chatter”, or your inner dialogue**

- You have to hear it to believe it, if you listen to it you can hear it in the back ground like an annoying sound.
- It is there all the time, every day and every night, and it is very negative and belittling.
- You have no control over it, it has control over you, which is why you can’t stop it.
- It is not your friend; it is what holds you back. It just keep talking about your opinion of yourself and others.

## **2. Getting present to what are you doing**

- Are you communicating or just nagging and venting?
- Are you committed to a certain result or do you just want to be right about your opinion of other person or the issue on hand?
- How important is it to you that everyone gets to communicate and say what they have to say?
- Do you want to resolve the issue or just make your point?

## **3. Acknowledging ineffectiveness in communications**

- Start from “I don’t know how to be effective!”, which is a very powerful place to starts from
- Look for yourself to find out what effectiveness means to you!
- Find out what effectiveness means to the other party, just ask.
- Create an outcome for the end result of your communication. How do you want this issue to be resolved by the end of conversation

## **4. Tell the truth about your agendas and acknowledge them**

- Ask yourself what your agenda is here, what are you attached to?
- By telling the truth, you will have freedom to communicate.
- Acknowledge your agenda to others and let them know you are not committed to be attached to it and willing to let it go.
- Keep noticing as your agenda keeps crawling in, and keep letting it go.

## **5. Give up your agenda to become effective**

- By giving up your agenda you will have freedom in being in communication.
- By having freedom, you have no attachment to the end results.
- By having no attachment, you become more effective.
- By being more effective, you have more of a chance to produce the outcome.

## **6. Understand who you are for yourself**

- Acknowledge the way you are relating to yourself.
- Find out who you are for yourself.
- Recognize what you are gaining by pursuing your complaints about yourself.
- Acknowledge your attachments to your ways and the cost of it, and then let it go.

## **7. Distinguish who others are for you**

- Own the way you are relating to other people, especially the one you are talking to.
- Find out who they are for you.
- Find out what is in it for you by having so many opinions about others.
- Recognize how much you are losing by being this way to others, is it worth it?

## **8. Understand how you are relating to the world around you**

- How do you relate to the world you have created around you? Your planet, population 1...!
- Have a deep look at yourself in this created bubble you have invented.
- Recognize your responsibilities in the creation of this bubble.
- Understand that it is your inner chatter that keeps you in there.

## **9. Develop compassion and understanding of others**

- Without understanding of others you can't communicate effectively with them.
- Understanding them comes from listening to them without judgment.
- Have compassion for what it takes to talk to you... you know you are not easy to talk to!
- Generate compassion for what it takes for them to communicate.

## **10. Come from your commitment to producing a result in that communication**

- Without your absolute commitment to the result there is no accomplishment.
- By getting committed to the results you shall give up your position.
- Stand in a place of workability and commitment.
- Stay focused and continue being in communication.

## **11. Get related to other's reality**

- Give up that they "don't know what you are going through".
- Ask them about what are they experiencing now, before they start talking to you.
- Ask them if they need to say or give up anything before you start talking.
- Understand that there is only one world for them, their world, not yours!

## **12. Get related to other's reality in relationship to you**

- Ask them who you are for them, how they see you?
- Ask them if they need anything from you to produce the outcome that would be good for both of you.
- Ask them about what their experience is when talking to you, are they ok with it?
- Ask them if they are comfortable or not, and if not, what can you do for them to become more comfortable.

## **13. Remember that they are not out to get you**

- Bring your protection shield down to be able to listen to what they are saying.
- If you are defending your point, you can't listen to their point.
- Give up your attachment to how they should talk, just listen without judgment and evaluation.
- Give up your attachment to what you have to say, stay focus on them until it is your time.

## **14. Remember that they are not reacting to you**

- If they are upset it is not because of you, so stay focused.
- If you are upset it is not because of them, continue to be present and stay focused.
- Recognize where your past experiences of them or a similar situation are in play, and let them go!
- When you are upset it is because you have expectations of how thing should be or shouldn't be.

## **15. Manage your facial expression and body language**

- Recognize your attitude and give it up!
- Don't show your reactions with your body language.
- Don't act the way you don't want them to act.
- Understand that you are not a teenager anymore.

## **16. Know when to shut up and when to speak**

- Stop your inner chatter and opinion about what they are saying and listen to what they are saying.
- Stop thinking about what you need to say when they are talking, because you are not hearing what they are saying.
- Don't keep talking because you are terrified by silence.
- Don't interrupt them, ask them if they are finished talking.

**17. Don't get invalidated or disempowered, stay present**

- Don't react to what you heard; it is just what they are saying.
- Don't make it mean anything that it's not.
- If you are getting invalidated it is because you are attached to something.
- You are getting disempowered because you are not present to the outcome you have created and standing for.

**18. Make sure 8th graders can understand what you are saying**

- Make your communication simple, simplicity is grace.
- Use common words and easy examples.
- Give up your ego by not using hard to understand lingo and jargons.
- Bring yourself down to where they can see you and touch you!

**19. Notice when you become a 6 year old**

- Recognize when you are throwing a tantrum.
- Notice your juvenile remarks before they leave your mouth!
- Don't act like a child when you don't get what you want!
- Acknowledge it for yourself and give it up before they point it out to you, because that would be very embarrassing.

**20. Notice when your protection shield is going up and bring it down fast**

- When your protection shield is up you are isolated from others.
- Bring your shield down before they notice it is up! And then they raise their shield to protect themselves.
- There is no effective communication between two fully functioning shields! Nobody hears anything.
- Keep your shield down, they will not hurt you!

**21. Notice your agenda before starting any sentence**

- Listen to what you are saying.
- Your agenda will justify itself minute to minute, notice it!
- Use noticing your body language and facial expressions as a red flag for your agenda.
- Stay present and keep reminding yourself of your commitment to the end result.

**One of the things that makes you distinct from others is the way you leave people. The question worth asking is this: Are they left bigger or smaller than when you found them?**

**--Behnam Bakhshandeh**