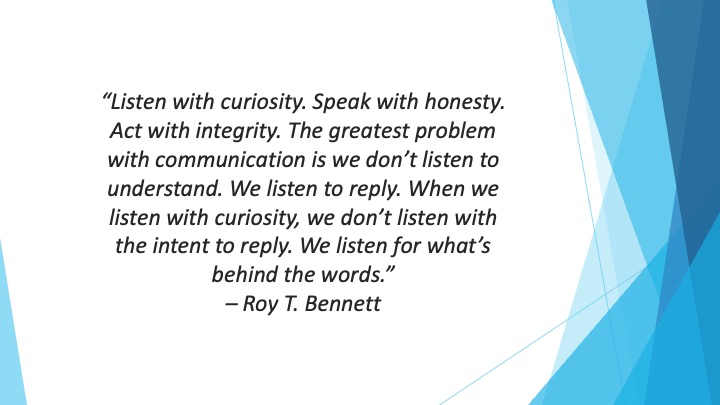
**Chapter 4: Breaking Ineffective Communication Patterns**

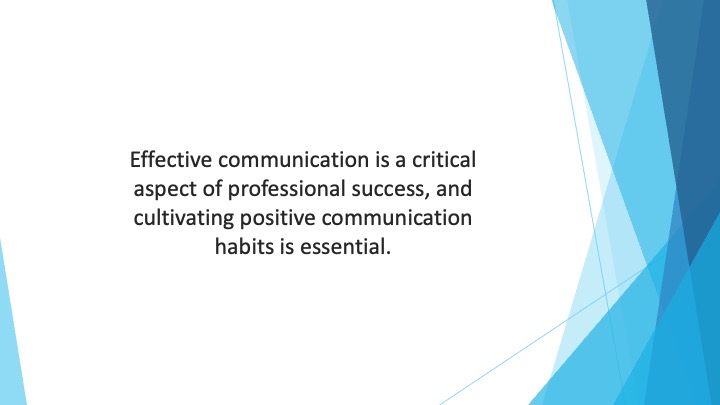
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**S1** : In this video, we’ll talk about “Breaking Ineffective Communication Patterns”

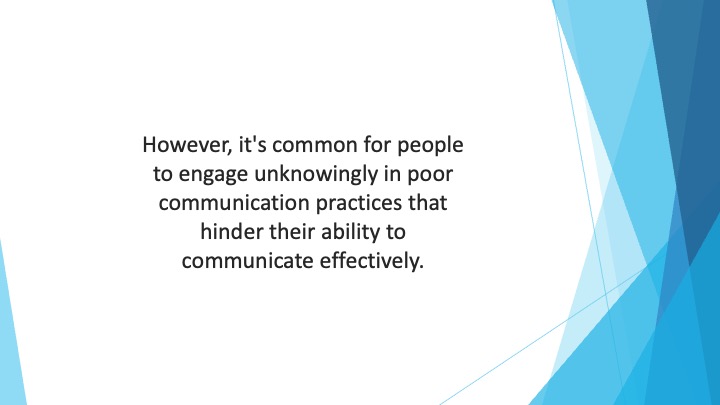


**S2 :** “Listen with curiosity. Speak with honesty. Act with integrity. The greatest problem with communication is we don’t listen to understand. We listen to reply. When we listen with curiosity, we don’t listen with the intent to reply. We listen for what’s behind the words.”

– Roy T. Bennett



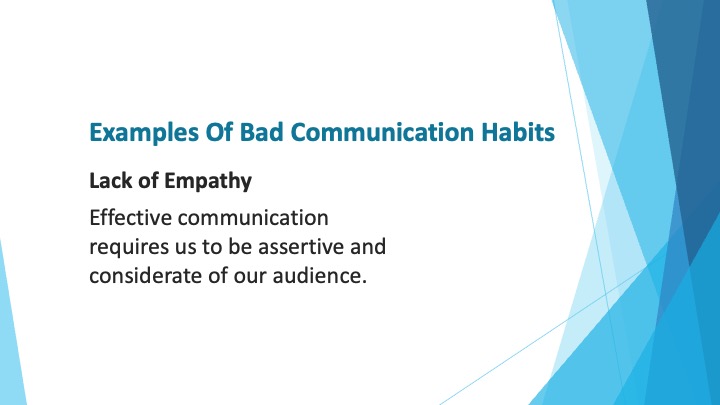
**S3** : Effective communication is a critical aspect of professional success, and cultivating positive communication habits is essential.



**S4** : However, it's common for people to engage unknowingly in poor communication practices that hinder their ability to communicate effectively. Although identifying and changing these habits can be challenging, it's crucial to remember that improving communication skills is a gradual process.



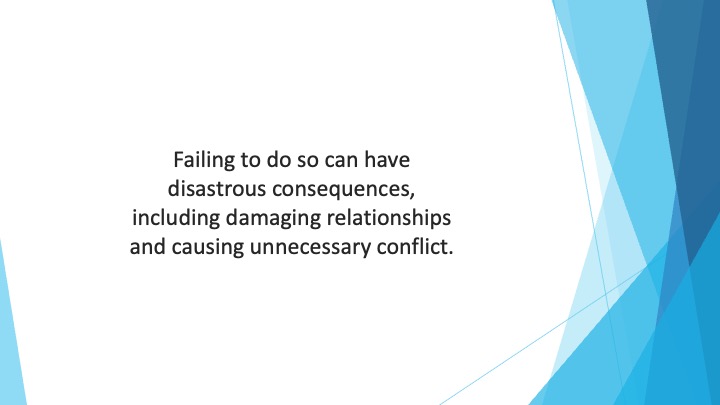
**S5 :** By focusing on replacing poor practices with effective communication strategies, individuals can develop a more constructive and successful communication style. With time and effort, anyone can enhance their ability to communicate and achieve their professional goals.



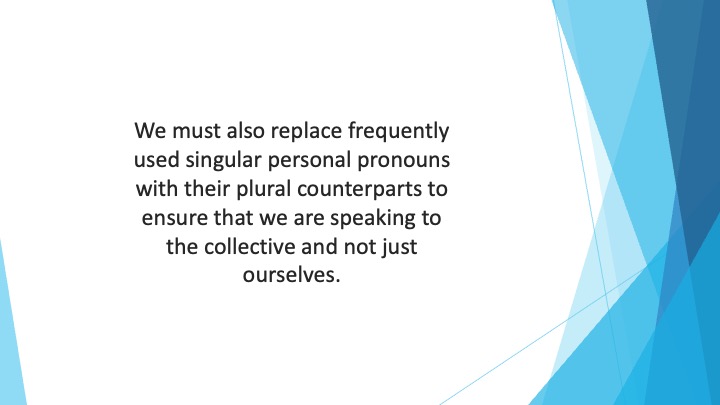
**S6 :** Examples of Bad Communication Habits

Lack of Empathy

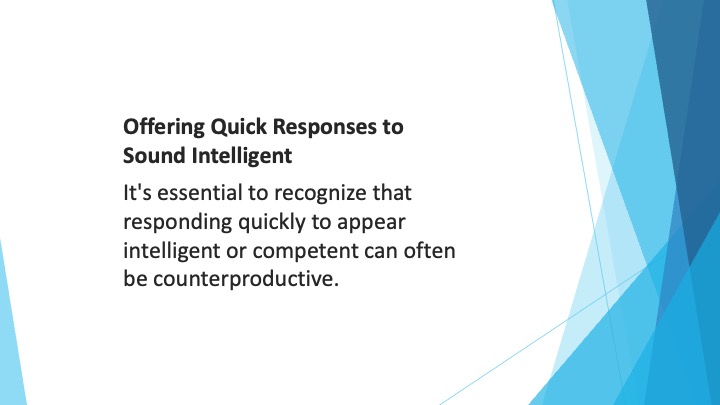
Effective communication requires us to be assertive and considerate of our audience. We must be mindful of our words and how they may be interpreted by others.



**S7 :** Failing to do so can have disastrous consequences, including damaging relationships and causing unnecessary conflict. Therefore, it is imperative that we take time to reflect on our messages and use inclusive language.

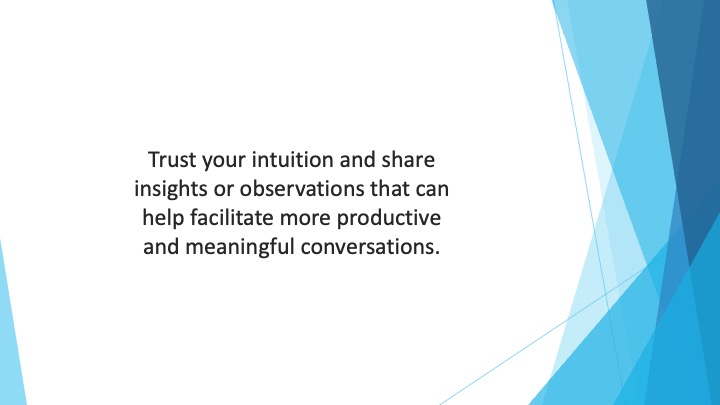


**S8 :** We must also replace frequently used singular personal pronouns with their plural counterparts to ensure that we are speaking to the collective and not just ourselves. By doing so, we can become more confident and effective communicators, building strong and positive relationships with those around us.

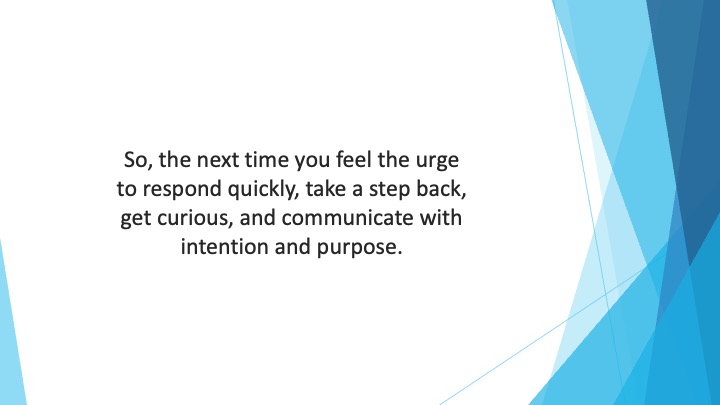


**S9 :** Offering Quick Responses to Sound Intelligent

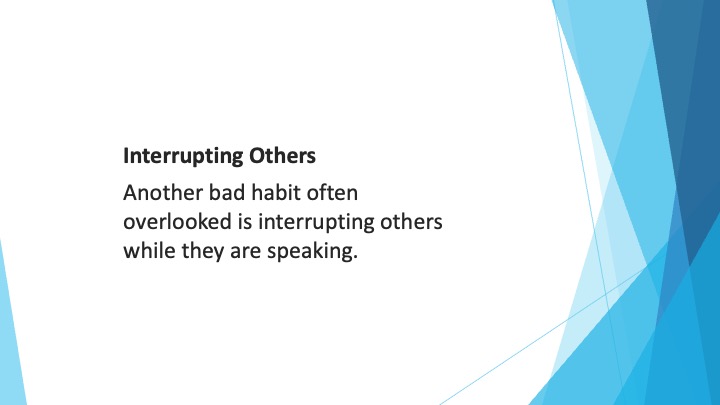
It's essential to recognize that responding quickly to appear intelligent or competent can often be counterproductive. Instead, take the time to fully understand the issue at hand and ask thoughtful questions to encourage deeper exploration and understanding.



**S10 :** Trust your intuition and share insights or observations that can help facilitate more productive and meaningful conversations. By creating a safe and open space for dialogue, you can establish a more assertive and confident presence and build stronger relationships based on trust and mutual understanding.

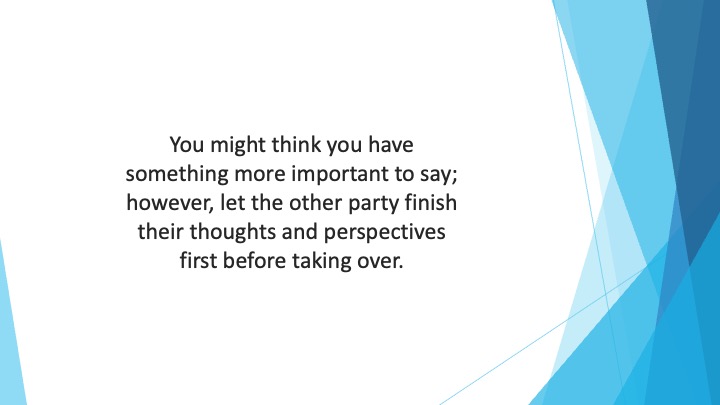
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**S11 :** So, the next time you feel the urge to respond quickly, take a step back, get curious, and communicate with intention and purpose.

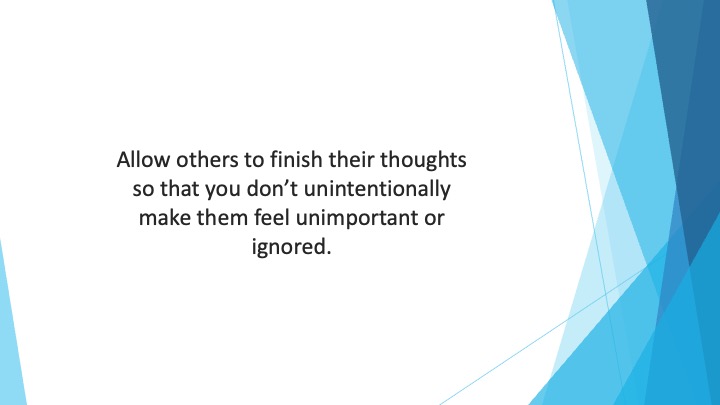


**S12 :** Interrupting Others

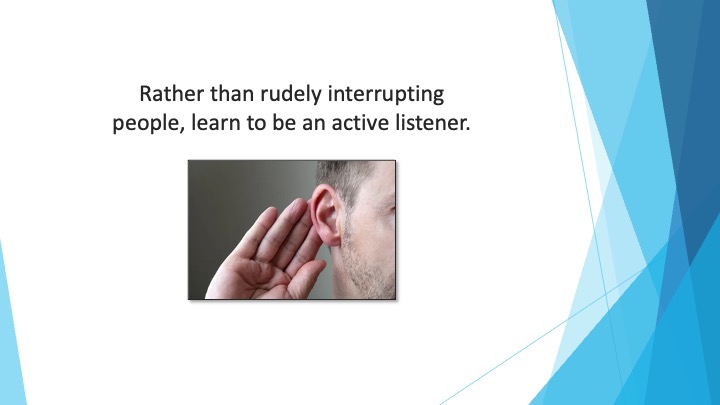
Another bad habit often overlooked is interrupting others while they are speaking.



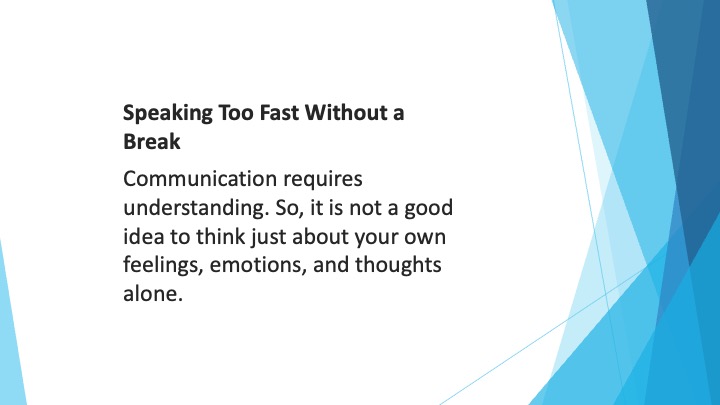
**S13 :** You might think you have something more important to say; however, let the other party finish their thoughts and perspectives first before taking over. Doing otherwise can be likened to a military government taking over a democratic rule.



**S14 :** Allow others to finish their thoughts so that you don’t unintentionally make them feel unimportant or ignored. Whether it's deliberate or not, frequently interrupting someone can slowly erode their self-esteem.

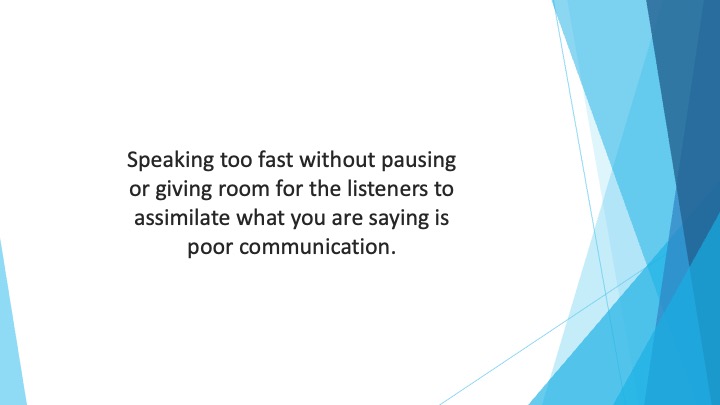


**S15 :** Rather than rudely interrupting people, learn to be an active listener.

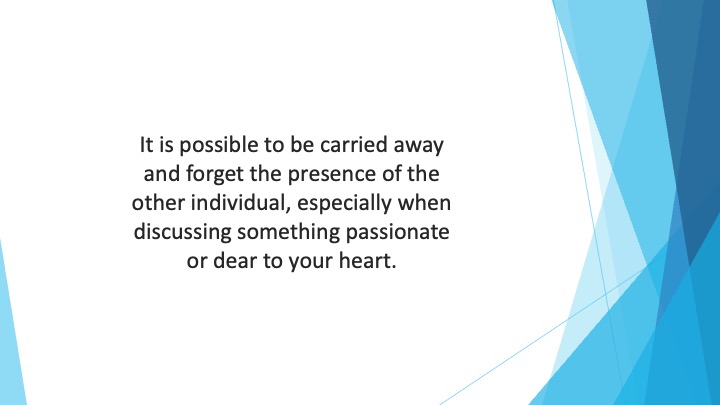


**S16 :** Speaking Too Fast Without a Break

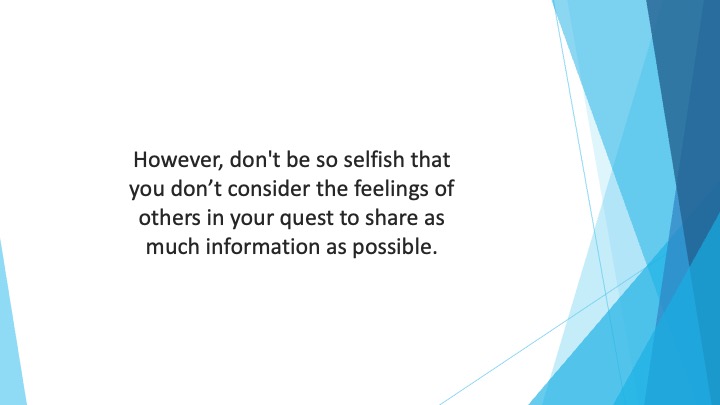
Communication requires understanding. So, it is not a good idea to think just about your own feelings, emotions, and thoughts alone. Ensure that you carry the other person along so that they don't feel inferior or dominated. Always give room for feedback.



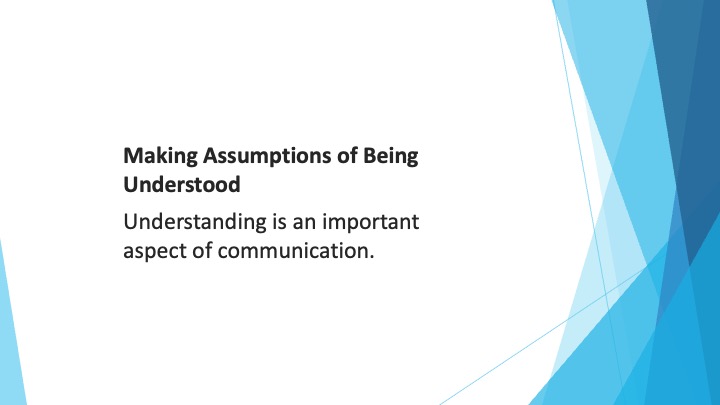
**S17 :** Speaking too fast without pausing or giving room for the listeners to assimilate what you are saying is poor communication.



**S18 :** It is possible to be carried away and forget the presence of the other individual, especially when discussing something passionate or dear to your heart.

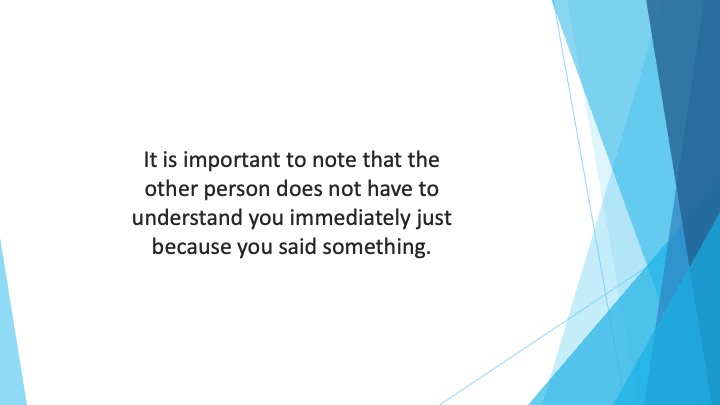


**S19 :** However, don't be so selfish that you don’t consider the feelings of others in your quest to share as much information as possible. Instead, ask questions and take consistent pauses for what you're saying to sink in.



**S20 :** Making Assumptions of Being Understood

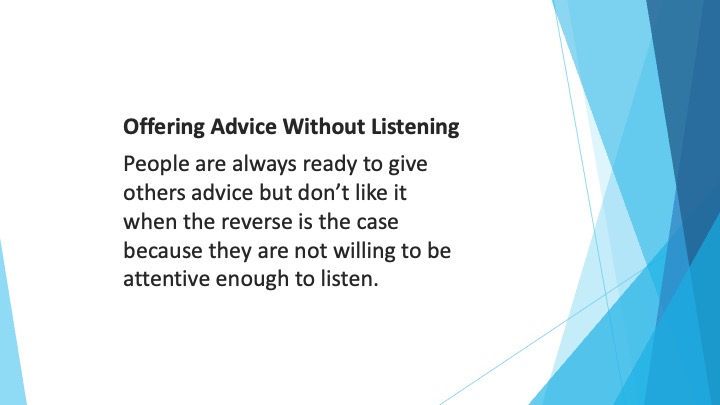
Understanding is an important aspect of communication. Therefore, you have to ensure that you carry other people along so that it doesn't seem as though you're just talking to yourself.

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**S21 :** It is important to note that the other person does not have to understand you immediately just because you said something. You need to be consistently unified with your body language, tone, and other forms of communication.

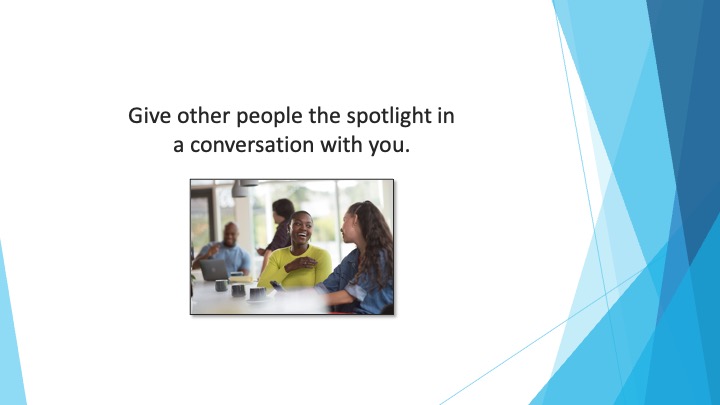


**S22 :** It is always beneficial to leave a room well-understood so that there is no room for guessing or misinterpretation.

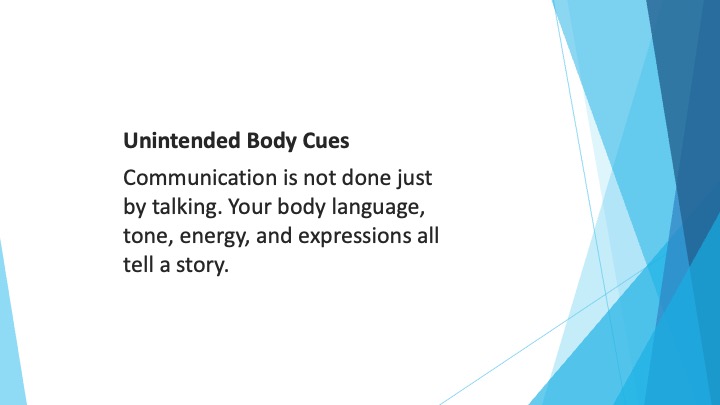


**S23 :** Offering Advice Without Listening

People are always ready to give others advice but don’t like it when the reverse is the case because they are not willing to be attentive enough to listen. Make conscious efforts to prevent your internal chatter from disrupting or interrupting the conversation.

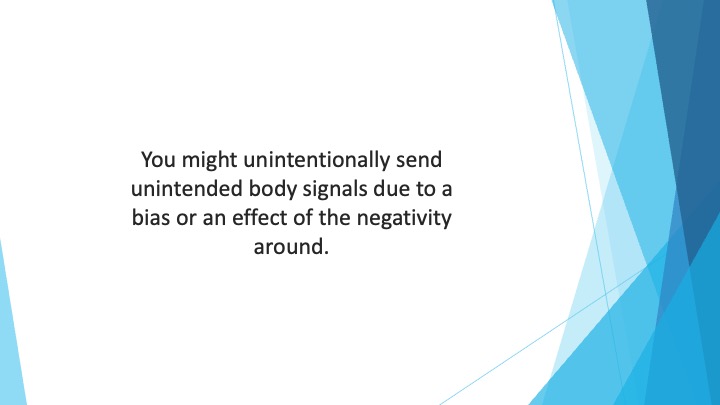
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**S24 :** Give other people the spotlight in a conversation with you.

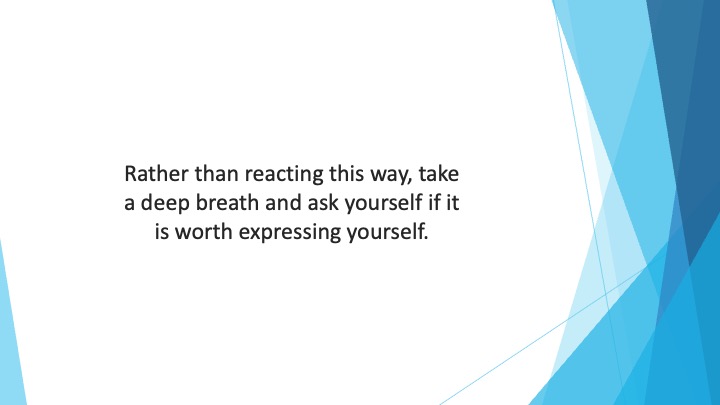
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**S25 :** Unintended Body Cues

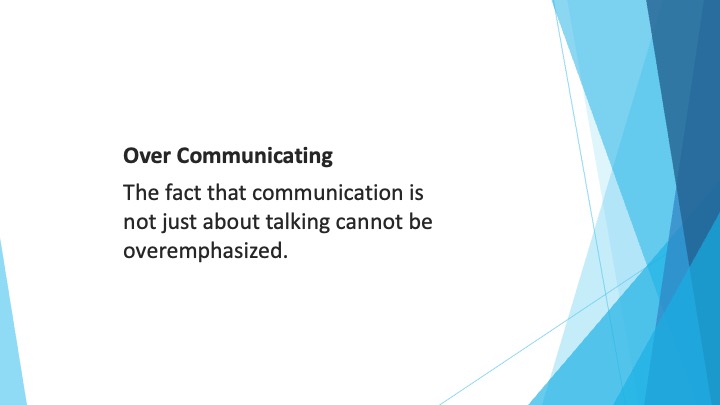
Communication is not done just by talking. Your body language, tone, energy, and expressions all tell a story. So, be watchful about the reactions you make, especially when hearing something super sensitive.

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**S26 :** You might unintentionally send unintended body signals due to a bias or an effect of the negativity around.

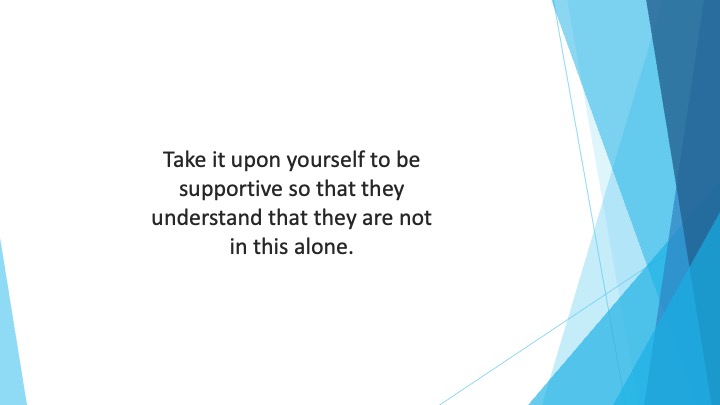
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**S27 :** Rather than reacting this way, take a deep breath and ask yourself if it is worth expressing yourself. Divert the energy into a positive way and let go of the negativities.

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**S28 :** Over Communicating

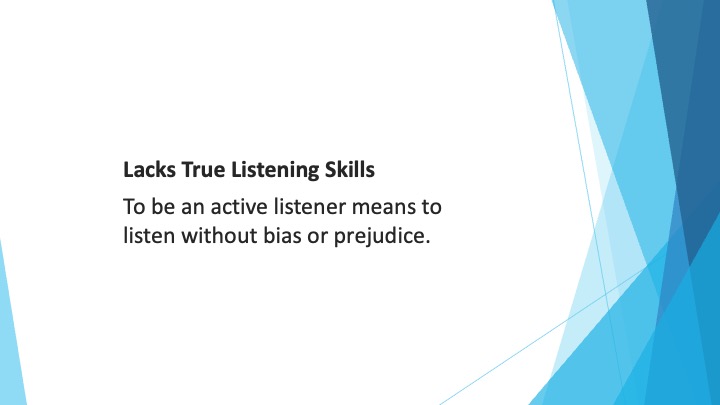
The fact that communication is not just about talking cannot be overemphasized. Talking too much instead of engaging and connecting with the other party is poor communication.

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**S29 :** Take it upon yourself to be supportive so that they understand that they are not in this alone. A little act of kindness is powerful enough to eradicate the darkness that emits from a lonely and hurt soul.

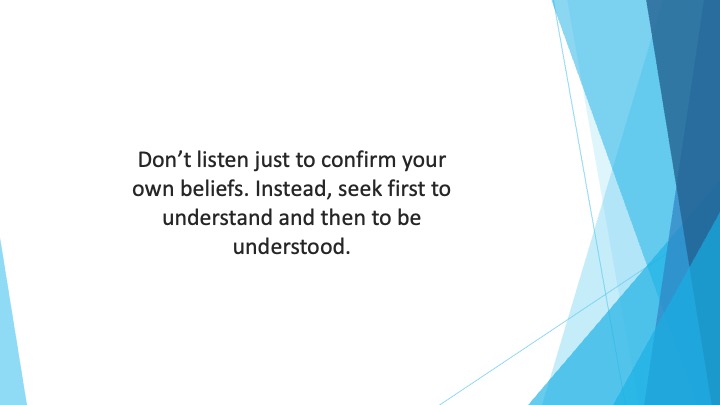
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**S30 :** So, take time and be kind to yourself and others.

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**S31 :** Lacks True Listening Skills

To be an active listener means to listen without bias or prejudice. Lacking true listening skills is poor communication that can affect your relationship with others, especially those close to you.

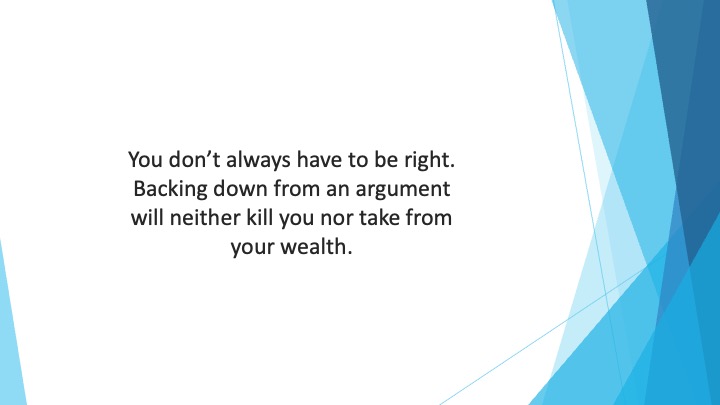
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**S32 :** Don’t listen just to confirm your own beliefs. Instead, seek first to understand and then to be understood.

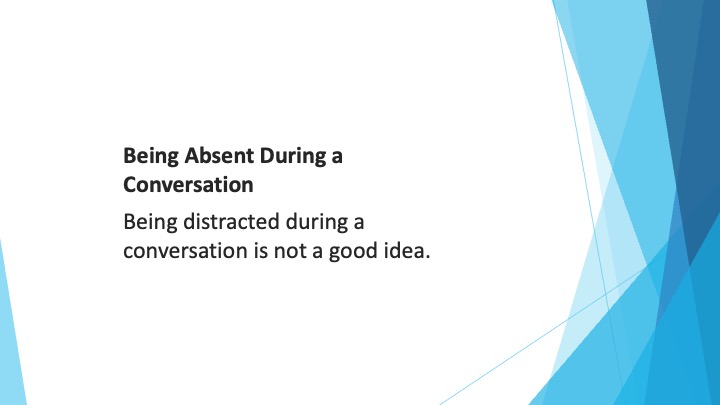
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**S33 :** The Obsession to Always Be Right

Another bad habit when it comes to communication is wanting to always be right, whether in an argument or a friendly discussion with friends or family. Don’t be too obsessed with your thirst for winning that you drive those around you away with your poor communication skills.

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**S34 :** You don’t always have to be right. Backing down from an argument will neither kill you nor take from your wealth.

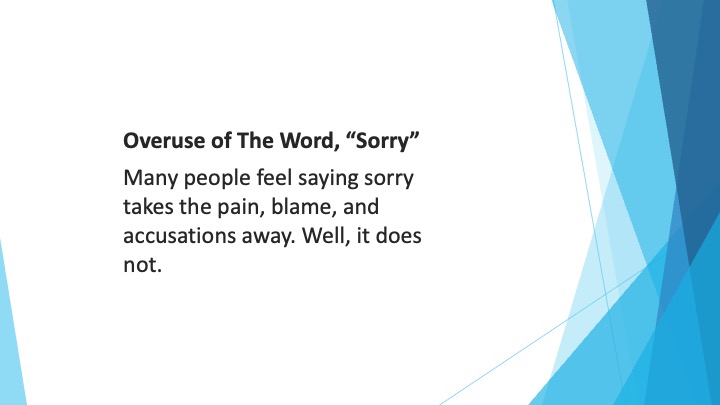
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**S35 :** Being Absent During a Conversation

Being distracted during a conversation is not a good idea. When talking or conversing with someone, ensure that you are fully present.

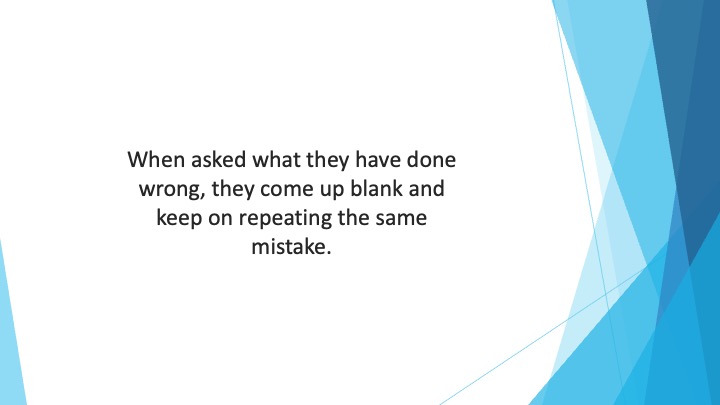
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**S36 :** Remove all distractions like your phone and even turn off the TV or any other thing that may draw your attention. Set your priorities straight by actively listening, asking thoughtful questions, staying genuinely interested, and waiting for the other person to finish talking before you interrupt.

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**S37 :** Overuse of The Word, “Sorry”

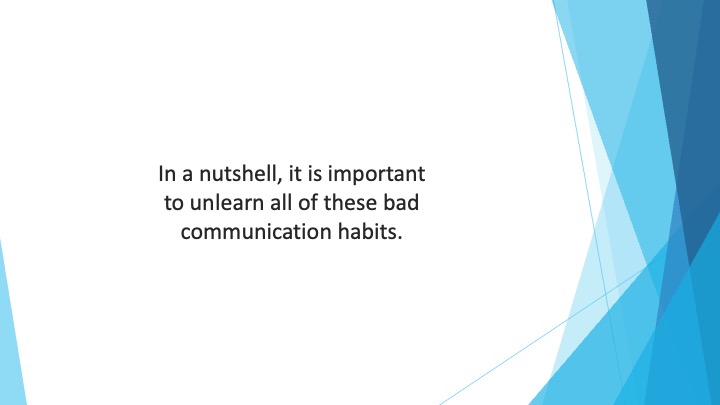
Many people feel saying sorry takes the pain, blame, and accusations away. Well, it does not. Most people just say the word sorry as a habitual escape from their wrongdoings.

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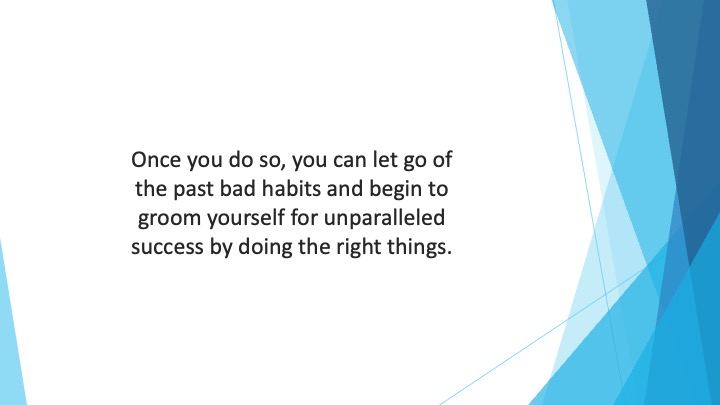
**S38 :** When asked what they have done wrong, they come up blank and keep on repeating the same mistake. This is because they aren’t being sincere or genuine about the issue, they just see it as a habitual phrase that makes them escape any sort of wrath.

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**S39 :** Hollow apologies like this mean nothing at all.

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**S40 :** In a nutshell, it is important to unlearn all of these bad communication habits.

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**S41 :** Once you do so, you can let go of the past bad habits and begin to groom yourself for unparalleled success by doing the right things.