

Communication Skills: Quick Self-Check

Goal: Identify your communication strengths and areas to improve, for both personal and work situations.

How-to: For each question, take a moment to think and jot down your thoughts. Don't overthink it - go with your gut!

Questions:

1. Communication Impact: Remember a time when good or bad communication really made a difference in your life. What happened?

2. Rate Yourself: How would you score your communication skills with family, friends, and coworkers? (Great, Pretty Good, Needs Work) Why that score?

3. Pros and Cons: What are your top 2-3 communication strong points? What are 1-2 areas where you struggle?

4. Room for Growth: Which of these skills do you think you need to work on most? (Listening, Reading, Writing, Interviews, Presentations, Running meetings, Communicating within your organization)