

It only takes seconds to plan

Too often, we start talking before we've truly planned what we should say. Many of us frequently start before the person we're in conversation with finishes what they want to say. Pausing, letting the other person finish speaking, and taking two seconds to plan what you're going to say is probably the best use possible of two seconds.

Activity 3-4

Do we need a plan?

Identify messages in your work or personal environment that would benefit from a communication strategy.

Share your findings in the **Discussion 3-3: Communication Strategies and Mediums** topic in the Discussions area.