**10 Ways to Have a Better Conversation**

**Rule 1: don't multitask be present**

**Rule 2: don't pontificate**

**Rule 3: use open question**

**Rule 4: go with the flow**

**Rule 5: if you don; 't know, say you don't know**

**Rule 6: don't equate yours and others**

**Rule 7: don't repeat**

**Rule 8: stay out of weeds**

**Rule 9: listen**

**Rule 10: be brief**