

Communication Mastery Bootcamp

An 8-Week Engineering Approach to Social Dynamics

DAILY OPERATIONS CHECKLIST:

- ☐ Initiated one small talk conversation (e.g., with a barista, colleague).
- ☐ Made eye contact while speaking and listening.
- ☐ Listened without interrupting in a key conversation.
- ☐ Asked one open-ended question today.

High-Signal Interaction Log

EVENT: Describe one interaction that generated a significant emotional signal.

RAW DATA (SENSATION): Where in your body did you feel it? (e.g., chest tightness, flushed face)

RAW DATA (EMOTION API): If you had to give this feeling a name, what would it be?

TRIGGER LOG: What specific event, word, or action immediately preceded the signal?

INITIAL HYPOTHESIS: Why do you think this trigger produced this signal? (No judgment, just analysis)

Field Notes & Observations

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Step 1: Deconstruct the Automatic Reaction Chain

TRIGGER (Input): A specific event that occurred.

AUTOMATIC THOUGHT (Processing): The immediate story I told myself about the event.

EMOTIONAL-PHYSICAL RESPONSE (Output): The feeling & sensation that resulted.

Step 2: Control System Deployment Analysis

Did I deploy the 'Tactical Pause' before reacting? ☐ Yes ☐ No

If YES: What did I do during the pause? (e.g., Deep breath, left the room)

If NO: At what point did I realize a pause would have been useful?

RESULTING ACTION: What was my actual response after the initial reaction/pause?

PERFORMANCE REVIEW: How did deploying (or not deploying) the pause affect the outcome?

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Log a Conversation for Analysis

CONTEXT: Who was it with? What was the topic?

<div>Signal Breakdown</div> <div>phrases they used?</div> <div>VOCAL DATA (The Tone): What was their tone, pace, and volume?</div> <div>NON-VERBAL DATA (The Body): What was their posture, eye contact, and gestures?</div>	<div>My Receiver Performance</div> <div>Did I plan my response while they spoke? ■</div> <div>Did I jump to conclusions? ■</div> <div>Did I get distracted by my own thoughts? ■</div> <div>PARAPHRASE ATTEMPT: (e.g., 'So what you're saying is...')</div> <div>CLARIFYING QUESTION: (e.g., 'Can you tell me more about...')</div>
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Week 4: Clear Expression: Calibrating the Transmitter

Day 1, Friday, October 14, 2025

DAILY OPERATIONS CHECKLIST:

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Step 1: Capture the Raw 'You-Statement'

(e.g., 'You always interrupt me.')

I feel... [Emotion]

when... [Specific, Objective Behavior]

because... [The Impact on Me]

What I would appreciate is... [A Positive Request]

Field Notes & Observations

Week 4: Clear Expression: Calibrating the Transmitter

Day 1: Monday, October 15, 2025

DAILY OPERATIONS CHECKLIST:

- ☐ Initiated one small talk conversation (e.g., with a barista, colleague).
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What I would appreciate is... [A Positive Request]

Field Notes & Observations

Week 4: Clear Expression: Calibrating the Transmitter

Day 1, Friday, October 16, 2025

DAILY OPERATIONS CHECKLIST:

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Field Notes & Observations

Week 4: Clear Expression: Calibrating the Transmitter

Friday, October 17, 2025

DAILY OPERATIONS CHECKLIST:

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Field Notes & Observations

Week 4: Clear Expression: Calibrating the Transmitter

Day 1, Sunday, October 18, 2025

DAILY OPERATIONS CHECKLIST:

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Field Notes & Observations

Week 4: Clear Expression: Calibrating the Transmitter

Day 4 Unit 4, October 19, 2025

DAILY OPERATIONS CHECKLIST:

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Field Notes & Observations

Week 4: Clear Expression: Calibrating the Transmitter

Day 1, Friday, October 20, 2025

DAILY OPERATIONS CHECKLIST:

- ☐ Initiated one small talk conversation (e.g., with a barista, colleague).
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Simulation Context

Describe a situation with a strong disagreement or misunderstanding.

<div>My Operating System</div> <div><div>My Goal:</div><div>My Core Assumption:</div><div>My Primary Emotion/Fear:</div></div>	<div>Their OS (Simulated)</div> <div><div>Their Likely Goal:</div><div>Their Likely Assumption:</div><div>Their Likely Emotion/Fear:</div></div>
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Field Notes & Observations

DAILY OPERATIONS CHECKLIST:

- ☐ Initiated one small talk conversation (e.g., with a barista, colleague).
- ☐ Made eye contact while speaking and listening.
- ☐ Listened without interrupting in a key conversation.
- ☐ Asked one open-ended question today.

Problem Statement

Define the problem as a neutral, shared goal.

C - Context: When and where did the specific event happen?

O - Observation: What did you see or hear? (Factual, objective)

I - Impact: How did this affect you, the team, or the project?

N - Next Steps: What is a collaborative suggestion for moving forward?

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Field Notes & Observations

Week 7: Building Rapport: Network Maintenance

Monday, November 04, 2025

DAILY OPERATIONS CHECKLIST:

- ☐ Initiated one small talk conversation (e.g., with a barista, colleague).
- ☐ Made eye contact while speaking and listening.
- ☐ Listened without interrupting in a key conversation.
- ☐ Asked one open-ended question today.

Proactive Appreciation Log

Who did you appreciate today?

What SPECIFIC action did you thank them for?

How did you communicate it? (Verbal, text, public praise)

Better Questions Log

Who did you seek to understand better today?

What 'better question' did you ask? (e.g., 'What's the most challenging part of this for you?')

What did you learn from their response?

Field Notes & Observations

Week 7: Building Rapport: Network Maintenance

Day 2, Wednesday, November 05, 2025

DAILY OPERATIONS CHECKLIST:

- ☐ Initiated one small talk conversation (e.g., with a barista, colleague).
- ☐ Made eye contact while speaking and listening.
- ☐ Listened without interrupting in a key conversation.
- ☐ Asked one open-ended question today.

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Field Notes & Observations

Week 7: Building Rapport: Network Maintenance

Monday, November 06, 2025

DAILY OPERATIONS CHECKLIST:

- ☐ Initiated one small talk conversation (e.g., with a barista, colleague).
- ☐ Made eye contact while speaking and listening.
- ☐ Listened without interrupting in a key conversation.
- ☐ Asked one open-ended question today.

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Field Notes & Observations

Week 7: Building Rapport: Network Maintenance

Friday, November 07, 2025

DAILY OPERATIONS CHECKLIST:

- ☐ Initiated one small talk conversation (e.g., with a barista, colleague).
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- ☐ Listened without interrupting in a key conversation.
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Field Notes & Observations

Week 7: Building Rapport: Network Maintenance

Friday, November 08, 2025

DAILY OPERATIONS CHECKLIST:

- ☐ Initiated one small talk conversation (e.g., with a barista, colleague).
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- ☐ Listened without interrupting in a key conversation.
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Field Notes & Observations

Week 7: Building Rapport: Network Maintenance

Monday, November 10, 2025

DAILY OPERATIONS CHECKLIST:

- ☐ Initiated one small talk conversation (e.g., with a barista, colleague).
- ☐ Made eye contact while speaking and listening.
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The Storytelling Blueprint

What is a core message or idea you need to convey this week? (e.g., a project proposal, a difficult decision)

The Hook: How can you start to grab their attention?

The Core Narrative: What is the simple story or journey?

The 'Why': Why should they care? What's in it for them?

The Call to Action: What do you want them to do next?

Difficult Conversation Planner

Describe a difficult conversation you need to have or recently had.

What is the IDEAL outcome?

What is the worst-case scenario you fear?

How can you start the conversation from a place of shared interest?

Field Notes & Observations

Week 8: Influence & Storytelling: Advanced Scenarios

Monday, November 12, 2025

DAILY OPERATIONS CHECKLIST:

- ☐ Initiated one small talk conversation (e.g., with a barista, colleague).
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What is the IDEAL outcome?

What is the worst-case scenario you fear?

How can you start the conversation from a place of shared interest?

Field Notes & Observations

Week 8: Influence & Storytelling: Advanced Scenarios

Monday, November 16, 2025

DAILY OPERATIONS CHECKLIST:

- ☐ Initiated one small talk conversation (e.g., with a barista, colleague).
- ☐ Made eye contact while speaking and listening.
- ☐ Listened without interrupting in a key conversation.
- ☐ Asked one open-ended question today.

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The Call to Action: What do you want them to do next?

Difficult Conversation Planner

Describe a difficult conversation you need to have or recently had.

What is the IDEAL outcome?

What is the worst-case scenario you fear?

How can you start the conversation from a place of shared interest?

Field Notes & Observations

Week 8: Influence & Storytelling: Advanced Scenarios

Monday, November 17, 2025

DAILY OPERATIONS CHECKLIST:

- ☐ Initiated one small talk conversation (e.g., with a barista, colleague).
- ☐ Made eye contact while speaking and listening.
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