

#2 Keys to Opening Communication

Approachability: How can you demonstrate to others that you are open to beginning a conversation? How you greet someone gives them important clues. A welcome mat invites people in

Attitudes: Which attitudes foster better communication?

Curiosity: The master key of communication is curiosity.

Customizing: How can you individualize the communication to the wants and desires of the listener?

Differences: It is easy to communicate about topics of mutual interest. Practice exposing yourself to unusual people and topics.

Empathy: When we become attuned to the feelings being expressed, doors usually open wide.

Facts & Feelings: What is the mix of facts and feelings both parties want?

Humor: A good sense of humor can open a rusty lock.

Keys: What are the keys that open you?

Needs: Which of the speaker's needs are hopefully being met as a result of the interaction?

Pace: People open up at different speeds.

Patience: Give the gift of your full attention for as long as the speaker needs.

Receptivity: What can you do to increase a person's willingness to be influenced by you?

Relationship: What level of intimacy do both parties desire? Revealing one's inner self strengthens the bond of friendship.

Safety: What promotes or discourages a sense of safety?

Shared Experiences: Explore which life experiences you have in common.

Style: How can you adapt your style of communication to better match that of the speaker or listener?

Time: How much time do both parties wish to invest? The more you like the topic and the person the more satisfying the conversation.

Tone of Voice: The sound of one's voice is the key to opening hearts and minds.

Topics: What are the top ten topics that you prefer to discuss? Find out what are others' favorites. What are the topics of mutual interest?

Virtues: Which qualities - like respect, acceptance and trust - are required to open the inner doors of communication?

Words: What are the words that have meaning and value to the speaker? What words or phrases do they tend to repeat?