

4 Steps To Improve Mindful Communication

Step 1:

Eyes closed, take 3 mindful breaths. On the third breath, as you exhale, gently open your eyes and turn to your partner.

01

Step 2:

Partner A will speak to Partner B for one minute about their favourite sport, hobby or food. Partner A is to speak mindfully, ensuring their words are honest and considerate.

02

Step 3:

Partner B listens mindfully by not interrupting and listening with their whole body

03

Step 4:

Swap roles. Partner B will now speak to Partner A for one minute about their favourite sport, hobby or food.

04

How Does This Activity Improve Communication?

We are born communicators! 80% of our waking hours we spend communicating: However, a further 75% of this time we are forgetful, pre-occupied or not paying attention - this is a problem when you need to get a message to your team clearly and effectively. Mindful listening is a way of listening without judgment, criticism or interruption, while being aware of internal thoughts and reactions that may get in the way of people communicating with you effectively. Mindful communication is a skill like anything else - practice makes perfect. Try this exercise and see the effect it has on discussions and the overall atmosphere.

STOP



The **STOP** steps can help us to manage big emotions when we feel angry, fearful or upset

When we feel angry, fearful or upset we can:

- **S** Stop
- **T** Take three breaths
- **O** Observe what is happening
- **P** Proceed by making a healthy choice

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CARING



Caring means:

showing kindness and compassion towards yourself and others

In our school community we demonstrate caring by:

- Understanding the importance of wellbeing
- Showing concern for others
- Displaying empathy



EMPATHY



Empathy means:
understanding the feelings of another person

In our school community we demonstrate empathy by:

- Showing people we care and that we understand how they feel
- Asking people “Are you ok?” and “How can I help?”
- Trying to understand how others may be feeling



MINDFUL SPEAKING



Mindful speaking:

helps us to think before we speak
so that our words are honest and clear

We can speak mindfully by:

- Choosing our words carefully and recognising the impact they might have
- Having the courage to speak with compassion, kindness and awareness
- Pausing to think

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MINDFUL LISTENING



Mindful listening:

helps us to focus on the sounds around us
and on what other people are saying

We can demonstrate listening mindfully by:

- Focusing on what other people are saying by listening with our eyes and our bodies
- Directing and focusing our attention towards the person speaking
- Listening respectfully and choosing not to be distracted by other sounds

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