

## STEPS TO EFFECTIVE COMMUNICATION

1. State your problem: \_\_\_\_\_

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2. What are the underlying feelings that are associated with this problem? Can you identify any irrational beliefs that come from these feelings? \_\_\_\_\_

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3. How have I expressed this problem in the past? \_\_\_\_\_

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4. What has been the response from others? \_\_\_\_\_

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5. What are my intentions now for expressing this problem to others? (To receive information, analysis, clarity, advice, understanding, reassurance, comfort, hope)

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6. How can I express this problem to match my intentions? \_\_\_\_\_

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