

Heart of the Matter

eLetter from Jeff Krock

June 20, 2007

5 Steps for Being Heard

How can you know you're being heard by people when their minds are overloaded with information and their schedules are so full? Simply speak in short sentences and say exactly what you want your listener to know. Speaking in this manner helps you clear your mind and clarify what you want. Clarity is easier to speak and short sentences are easier to understand.

Common ways of communicating can include needless complexity such as: talking around things rather than getting to the point; pushing your perspective in order to win; talking to prove your intelligence. All of these cause people to react and become more distant.

Steps for Clear Communication

1. Know the result that you want before you speak.
2. Phrase your communication in short sentences, never more than nine words. Three sentences at the most. Less is generally better.
3. Give up believing that being this direct is impolite.
4. Be calmly direct and then be quiet. Give the other person time to respond, if a response is needed.
5. Use this approach when something needs to be accomplished. Social conversations are something quite different.

The Heart of the Matter

You are always transmitting your state of being. When you're ambiguous, superior, controlling, or talking in circles, you cause a reaction in other people. You become "more distant" from each other, less connected.

• • • •

5 Steps for Being Heard reflects the [advanced capacities](#) of Clear Mind and Creation. Clear communication is inherent to Connection, Heart Presence, and Extraordinary Perception.

Feel free to share this document with others. People use Jeff's eLetters to enhance various class curriculums and websites. You must however, keep this page intact including copyright information.

www.jeffkrock.com