

Worksheet - Tap Into The Listening Power Of Your Audience: How To Talk So You're Heard And Understood

To get others to listen, hear and understand your message, you must first look at yourself to understand what you are saying.

"Who you are speaks so loudly I can't hear what you say."

Ralph Waldo Emerson

The key is alignment between how you feel and how you act. Alignment produces honest, genuine and authentic communication.

If you do not have alignment you feel and project some degree of doubt, insecurity, stress, anxiety, or fear. If you feel this way, so will your audience.

Two critical areas for alignment:

1. Your Intent and motivation
2. Belief in your message and confidence in yourself to express this message.

Intent & Motivation

Intent – public or external reason for the communication or action

Motivation – private or internal reason for the communication or action.

It's important to clearly define and understand what your intent and motivation are.

What is my intent?

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What is my motivation?

Is my intent and motivation aligned? Is there anything that makes me feel uncomfortable about this combination? If, so what is it?

Why do I feel this way?

What can I do right now to minimize or eliminate these negative feelings so I feel more aligned?

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Message & Delivery

Your audience may not remember what you said, but they'll remember how you made them feel.

You audience will tune into your energy and feel the same way you do about your message and yourself.

If you don't believe in your message – 100% committed and passionate about it – neither will your audience.

If you're not confident and don't believe in yourself, neither will your audience.

Why am I passionate and enthusiastic about this message/information?

Why should my audience be excited to learn about this message/ information?

How will this information help my viewers? What can they accomplish with this information?

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Is there any aspect of this message/information that I do not believe or am not 100% committed to?

If there is anything about your message/information that you don't feel good about, what can you do to feel better about it?

Is there anything causing you to feel that you cannot genuinely and authentically express this information/message?

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If there is anything about your ability to present this content that you don't feel good about, what can you do to right now feel better about it?

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The Four Steps to Honest, genuine and authentic communication

Step 1 - Determine communication objective

- What's your message?
- How you want your audience to feel?
- What is your desired result?
- What action, if any, do you want your audience to take?

Step 2 - Listen to yourself first– understand how you feel and what you're saying

- What is your intent? - Why are you having this communication?
- What is your motivation? – What do you want to accomplish from this communication?
- How do you feel about your message? How confident, committed, passionate?
- How do you feel about your ability to express it? How confident, committed, passionate?

Step 3 - Authenticity check

- Are your feelings in line or aligned with your communications objectives?
- Are you expecting your audience to feel something you don't?
- Are you disguising the real you?
- Are you projecting your natural confidence and genuine expertise?

Step 4 - Connect

- Give your audience a reason to listen - to want to listen and participate
- Project your confidence, commitment and purpose
- Invite your audience to tune into your energy – passion, enthusiasm
- Demonstrate the value, relevancy and benefit of our message

Contact Information

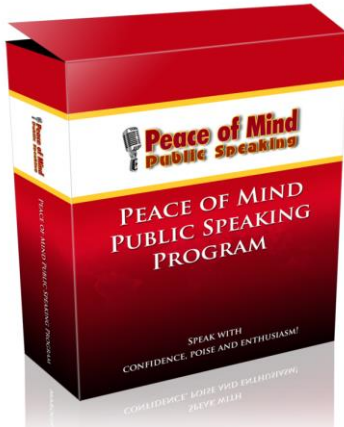
If you have any question or comments about this material, please email me at alindan@sympatico.ca

Thank you.
Anthony Lindan

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The Peace of Mind Public Speaking Program

If you have found this information beneficial, please check out my Peace of Mind Public Speaking Program.



<http://www.peaceofmindpublicspeaking.com/>

About Anthony Lindan



Anthony Lindan is a team building workshop facilitator, keynote speaker and corporate entertainer. Anthony's unique communications and public speaking expertise has been developed over a 20 year career delivering thousands of presentations to business audiences across North America.

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