

# Communication 101

## BASIC TOOLS FOR CLEAR, EFFECTIVE COMMUNICATION

Do you remember what it's like to learn to drive a standard shift car? Or to play a musical instrumental? Or ride a bicycle? At first the task seems impossible, far too complex to ever be coordinated from your one body and one mind. But with encouragement and lots of clumsy practice, we do begin to learn.

When learning something new, even with our 20/20 hindsight we cannot identify exactly when we cross that invisible line from practice into knowing. But we do. We learn. And one day we recognize that what once seemed impossible has become natural, even automatic.

Learning communication skills is no different. Keep in mind that as we learn to act and speak differently, we are also learning to think differently. And that is much more difficult than driving a standard shift car.

### *Begin with Commitment*

Mastering new relationship skills is not for the faint of heart. Effective communication --- especially in times of conflict --- calls for a focused dedication and repetitious practice. It calls for honest self-evaluation, humility, a sense of fair play, and a willingness to change according to the needs of the relationship. And it takes (at least) two.

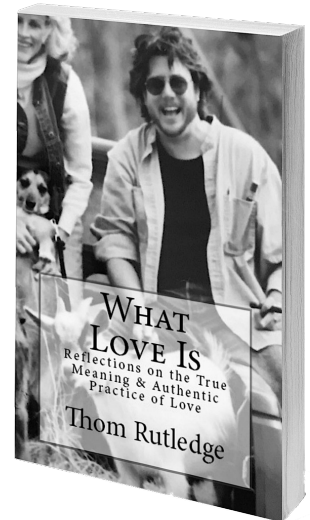
Changing out-dated, ineffective communication patterns involves a great deal of "unlearning," a much greater challenge than simply filling in the blank slate. (Ever try to ditch a bad habit?) In a word, learning effective communication skills calls for commitment --- commitment to yourself, to your partners in communication, and to the relationship as a whole.

### *Communication Starter Kit*

What follows are 7 important tools to help build effective communication. As with any tools, the first challenge is to learn how and when to use each tool. (A hammer is very important, but I don't want to use it to repair my eyeglasses.) And keep in mind that this is only a starter set. You will hopefully be adding to this collection of tools for the rest of your life. These tools are excellent examples of the old adage, "simple, but not easy."

#### The Tools:

- 1. Take Turns.** Two separate agendas can seldom be accomplished at once. Establish some ground rules that will insure that you will take enough time for each of you to talk while the other is really listening.
- 2. Give Information.** State your perceptions and your feelings concisely and respectfully. Avoid "selling your side" as the gospel truth, even if/when it feels that way to you. To resolve any conflict,



room must be made for at least two different perspectives. And remember that emotions are subjective information, not open for debate (i.e. “you shouldn’t feel guilty,” or “you have no right to be angry”).

**3. Gather Information.** You have a responsibility in communication to do your share of listening, being receptive to what your partner is saying, without immediately judging and categorizing. Ask questions with curiosity, like a good interviewer. And --- here comes the radical part --- listen to the answers. Too often we ask questions not to gather information, but to make a point.

**4. Problem Solve with Benevolence.** Be certain to clarify your intention (especially in conflict communication) as seeking a satisfactory outcome for both of you. Find common ground on which to base your communication (i.e. “We each want to be heard completely and accurately,” and/or “We need to make a decision about . . . .”) Avoid seeking agreement about perceptions or feelings as a communication goal. There must be room for both of you to feel good about the communication.

**5. Future Orient to Problem Solve.** Those who forget the past are, in fact, doomed to repeat it. True. But those who won’t let go of the past may also be contributing to its repetition. In conflict communication it is best to state complaints about past behaviors clearly and concisely, and then to “future orient.” That is, sink most of your energy into describing and/or requesting what you want or need from your partner beginning now. You must be willing to take the chance that your partner wants to and can change along with you. (If you are not able to muster any faith that your partner is willing and/or capable of change, you are probably not working on the most serious problem in your relationship. Get some help.)

**6. Take Breaks.** Each of you must have the authority to call time out. And each of you must learn to respect time outs when they are called. Call time out when you recognize old, dysfunctional patterns of communication taking over. (They seem to have a life of their own.) When you call time out, it is imperative that you later initiate a time to talk again. Don’t just leave it hanging. Time-outs are pauses, not escape plans.

**7. Backtrack.** This is my favorite tool, probably because I have had to use it so often. All progress is not forward. Sometimes the best you can do is stop mid-mistake, apologize and ask for an opportunity to try again (“do overs” I believe we used to call them). But be careful to not ask for that chance if you do not think you can follow through with some new and improved communication. If you are not ready yet, try apologizing and step back to step 6: take a break.

Keep this collection of tools handy, and make use of them the next time you experience a communication problem. Better yet, use them before you experience a communication problem. And remember: We cannot solve problems from adversarial positions. Work to stay on the same side of the problem, and practice having conversations to *convey* rather than to *convince*.



# Couple's Request

## FOR THERAPY SESSIONS AND WORKSHOPS

**Working with couples** using the Communication 101 tools, these four (4) requests seem to come up on a regular basis. Of course there will be many more, depending on individuals. If you have a request that you think would be a good one to add to this list, I would love to hear from you.

### **1. HEAR WHAT I AM SAYING ALL THE WAY THROUGH.**

It really does a lot to improve communication when each of you can trust that your partner is genuinely interested in what you are saying ---- and not just waiting for his/her turn to talk. Even if it feels corny or clumsy, slow down before you speak; be sure you have left room for your partner to be heard.

### **2. DON'T FIX; DON'T CRITIQUE.**

Most everyone knows about this one. It is usually described as a predominantly male tendency (to instantly evaluate and problem solve) but either gender can have a problem with this one. The technique for this one is simply this: the person speaking is responsible for knowing the difference between just wanting to be heard and asking for opinions and advice. If your partner tells you that he/she is not asking for your opinions right then, do your very best to shift into listening mode. It is important that you understand that being asked to not fix something does not mean your input is not valued. It simply means that now is not the time.

### **3. STOP IF I ASK YOU TO STOP.**

No matter how smart, wise or on-target you may be, there will be times when you are simply not being helpful. I ask that you respect me when I ask you to stop talking. This one can be very difficult to pull off, but it is very important that you learn how to do it. The trap that you may fall into, with good intention, is to want to keep talking – as in, “Okay, but let me just say 2 more things first.” Of course, your partner is responsible to ask you respectfully, but even when that is the case, you may feel insulted. I promise that in time, as you both build safety and respect in communication, this is not going to be a problem.

### **4. TRUST MY EXPLANATION AND REASONING EVEN IF YOU THINK THERE IS MORE TO IT.**

It is not unusual for any of us to think we know more about what is going on with our partner than he/she does. And sometimes that is true. But that is not the point of this request. There may well be another time when you sharing your insights about him/her will be appreciated, but if you are being asked to accept an explanation or rationale without tossing in your two cents, respect the request. Keep in mind that being a good listener and accepting what someone is saying without taking exception to it are not synonymous with agreeing with what is said.

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**THOM RUTLEDGE** is a psychotherapist in Nashville, Tennessee. Thom is the author of several books, including *Embracing Fear*, *The Self-Forgiveness Handbook*, *What Love Is* and *The Greater Possibilities*. He has been featured on NBC's Today Show, Anderston Cooper 360, Australia's Channel 10 and has consulted with The Dr. Phil Show. Along with Allen Berger, PhD, Thom is co-host of [Start Right HERE](#), a weekly podast. For more information: <http://www.thomrutledge.com/>. To reach Thom directly, email [thomrutledgeauthor@gmail.com](mailto:thomrutledgeauthor@gmail.com).