

The Ultimate Guide to Communication

By: Sarah Curnoles

Hello and welcome!

I bet you want to be heard and seen by the most important people in your life. You're feeling disconnected, alone and misunderstood. You want to have friendships that are meaningful, and you want to stop fighting so much with your partner.

I hear you. I want heart to heart connection in my life.

My intention is to give you tools to IMMEDIATELY take action and improve the quality of your relationships.

You're in the right place if...

- You are dating and want better quality dates for a better relationship.
- You're married and want your spouse to understand you better.
- You have ok friendships but really wish they were better.

Communication is the foundation of connection, and we as human beings long for quality connection between each other and within our communities. We want to belong and to be known.

To really know each other, we must do two things.

1. Listen
2. Talk

And that is exactly what this guide will walk you through.

You might be saying "I already know how to do that." And I would ask if you have the relationships you want in your life? You're probably missing something in one of these areas. I promise that open and honest communication can help you get exactly what you want.

LISTENING

We all have heard the saying “You were given two ears and one mouth because you should listen twice as much as you talk.” But how many of us are actually doing this? And when you are listening, are you actually hearing what’s being said or are you just repeating to yourself what you’re going to say when it’s your turn?

Here are the most common listening errors:

- They interrupt with their opinion or advice.
- Interjections like “Yeah, me too!” “Uh-huh” or other confirmation noises.
- You don’t want to forget what you’re about to say because it is really important so you keep repeating your response in your head.
- Your attention drifts to your To Do list.
- You are listening only to hear your turn to speak.

This is really common. And that is why good listeners are valued as friends, because we don’t find that quality often!

And it’s also all fixable.

Good listening is listening in a way that lets the other person feel heard.

1) Stay quiet while listening

Everyone likes to be heard but no one likes to be interrupted.

Do whatever you need to do to not talk while the other person is talking.

Picture your lips are sealed while you listen. Maybe you picture your hand on your mouth while you listen, or you put one finger to your lips as if you're telling yourself Shhh. (Probably don't actually do this while you're in front of someone, because that could be confusing!)

I like to close my lips and roll them under my teeth as a reminder that it's time to listen, not to talk.

2) Listen to learn

I am listening for what is stirring up emotion for this person and the why behind what they are sharing.

“Why is this person sharing this information?”

If you can identify the why behind what is being shared, then you are listening on such a deep level because you are then able to meet the person where they are at.

You are giving a gift by listening and acknowledging what is happening underneath the words. The message might be deeper than you realize. Acknowledge what's not being said.

What can this person teach me?

3) Release the need to be right

You're listening to agree and prove yourself right. This is a sneaky way to sabotage relationships.

This is a difficult conversations because sometimes there is no common ground.

If someone has to be right, that makes someone else wrong. This erects a wall between two people and stops relationship building in its tracks.

“You can be right or happy. The choice is yours.”

What kind of freedom would you feel if you released the need to be right and just sought to be happy?

You don't have to agree. You don't have to be right. The other person doesn't have to be right, either. But they have something to teach you.

Listen to learn something new, to understand the person, to know them at a deeper level. This builds relationships instead of emotional walls.

4) Repeat it back.

Summarize what you heard when the other person is finished talking. Often we are listening and filtering things in our own brain and we hear things that aren't even true for the other person.

Someone is done talking when they acknowledge they are done. They will either say they're done or give a nonverbal cue like a head nod. A pause does not necessarily mean they are done, they might be thinking. Feel free to ask "Is there anything else?"

(If you don't believe me, listen until someone is done talking. Just wait and pause. They will give you a signal. It happens 95% of the time.)

Then give a little summary like, "What I'm hearing is..."

This gets both of you on the same page and removes any emotional charge. When we repeat back what we hear, we give the other person the opportunity to be really clear and to make sure that we understand.

The wonderful thing about connection is that it goes two ways. If you give someone the gift of being heard, they feel connected to you and you feel connected to them. This is bringing about a feeling of instant belonging! That's a Win-Win.

TALKING

When we are talking, we are revealing who we are.

We are expressing our beliefs, values and what is most important. It's how we express our inner world to the outer world.

Our words have power.

Use them wisely.

**“Watch your thoughts for they become words.
Watch your words for they become actions.
Watch your actions for they become habits.
Watch your habits, for they become your
character.**

**And watch your character, for it becomes your
destiny!**

What we think we become.”

- Margaret Thatcher

1) **Set everyone up to win.**

We have something to share. We want to be heard and seen, but you need a willing person that can give that to you.

You have to ask for what you need.

Get the other person on board. Make sure they are ready to be there with you.

The easiest way to do this is a quick check in **“I have something I need to talk about, is now a good time for you?”**

This **ACTUALLY WORKS**. More often than not, the person will say yes and give you their full attention. And if the answer is no, plan for a better time.

You just saved yourself the frustration of not getting what you need. Tell the other person how they can win with you.

2) **Know your intention.**

Keep your intention in mind. Before talking answer this question: **“Why Am I Talking?”** (you can remember this as **WAIT**)

What’s your purpose for sharing this information?
What do you need to get in return?

We think that people should “just know” and should just give it.

Guessing what you want didn’t work for Santa Claus, and it won’t work now as adults.

We are not mind-readers. We need to be told what to give other people. **NO ONE** should “just know.” Not your best friend of 20 years or your spouse of 50 years. Asking for what we want is a part of taking care of yourself. No one can help you if you don’t tell them.

I give you permission to be completely blunt with asking for your needs outright.

The people who love you want to help you. Help me help you.

Talk for a reason.

3) **Stay on your side of the street.**

Your experience is the only experience you can talk about.

Focus on your own thoughts and feelings and take responsibility for them. Don't point fingers at others or talk about how someone else is feeling. What is your part in all this? How are you feeling?

You are talking to share your thoughts, beliefs, values, opinions, and feelings. You can't do that for anyone but yourself.

If you need to communicate to create change, make a request, and then explain why that's important to you.

I like the phrase "May I make a simple request?" I like it because it lets the person relax. It's not saying the anxiety inducing phrase, "Can we talk?"

It looks like this: "*May I make a simple request? My preference _____ because _____.*"

People are willing to see things your way if you give a reason.

It opens the gates for negotiation and compromise so that you can find a solution together.

4) Tell the truth.

Say what you need to say and say all of it. Telling the truth requires a certain amount of vulnerability and openness.

Only through telling the truth can we be known.

We do that with people who have earned our trust. We meet trust with vulnerability. And that builds connection, love and belonging.

Vulnerability can be scary because it is what we hold closest to our hearts and has the ability to hurt us. It's like Superman handing over Kryptonite and saying, "I trust you to hold onto this."

Can you imagine receiving that Kryptonite? It strengthens the bond. Love, belonging, and connection are all important parts of community and what we all long for as human beings.

We are truly known when we share these vulnerable parts. We build connection by offering ourselves to people that earned it. You don't even have to say it perfectly. Just say it.

“You can't say the wrong thing to the right person.”

SUMMARY

We can communicate a lot more effectively if everyone brings a bit more awareness to listening and talking.

What if we really gave the attention and care that we wanted to receive in return? What if we looked to set our partner up for a win, which will make sure that everyone wins?

I hope this small guide helps you to up your communication game so you have deeper connections with the people you care about the most.

Did you implement the tools from this guide? If so, I'd love to hear from you. Drop me an email at surnoles@gmail.com and tell me your story. I can't wait to hear from you.

xo,

Sarah Curnoles

WORK WITH ME

One on One Coaching

Are you ready to take your relationships to the next level?

Now is not the time to hold back. Now is the time to take risks, lean into the fear and reveal the real you.

I'm not afraid of your messy parts.

If you are ready for more love in your life, I am the coach for you. I love bringing my clients out of the pain of the past, through forgiveness and healing, and into a reality of love and connection beyond their wildest dreams.

Whether you want a deeper relationship with your current partner or you are ready to meet the love of your life and share this one wild life together, I am here.

When you work with me you:

1. Heal and let go of the past that is still be haunting you
2. Get clear about what you really want from YOUR life
3. Take necessary action to get what you desire
4. Find community and deeper connections with people just like you

To sign up for a free Discovery Call to get clear on what kind of love you want and build your action plan to get it, please email me at scurnoles@gmail.com. We will get you started TODAY!

WORK WITH ME

Workshops

If you enjoyed this book, you will love it in person!

Ultimate Communication is also a workshop you can bring to your communities, groups, and organizations.

Working on your Communication is #1 investment you can make in yourself and your business. Better communication brings stronger teams and more opportunities for connection, sales, and more.

Take your skills to the next level and learn new skills to bring to the most important parts of your life.

This workshop gives participants the opportunity to:

1. Clarify where your communication is broken and how to improve to make a bigger impact.
2. Identify your key values and beliefs that motivate you and how to use them effectively in a team setting
3. Practice new skills in a safe environment
4. Strengthen your community, teamwork and community to allow everyone to feel seen, heard and understood.

To bring the Ultimate Communication Workshop to your community send an email to Sarah at scurnoles@gmail.com and we will get you scheduled!

About the Author

Sarah Curnoles

Sarah Curnoles is a life coach that specializes in improving dating and relationships for men and women. She works with badasses that are committed to filling their lives with love and improving their connections with people. She has trained under Martha Beck, Terri Cole, and others and blends techniques from many experts to help build strong relationships. She offers one on one coaching, workshops, and online classes. To learn more, visit the website and sign up for the weekly newsletter at www.sarahmcurnoles.com.

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