

# YOUR COMMUNICATION CHECKLIST

Print and read this before a meeting - Evaluate after the meeting - Set a course for future meetings

- VISUALIZE** - Best self in the future setting
- BE YOURSELF** - calm, confident, authentic
- BE CURIOUS** - people are interesting
- HUMOR** - find a way to disarm with humor
- EMOTION** - feeling first and logic second
- SHUT UP** - 5:1 question ratio, it's all about them
- READ** - but don't mind read, note shift, ask questions
- MATCH** - mirror tone, speed, physiology, words
- RAPPORT** - lost it? Backup!
- PAUSE** - did you make your pitch? Drink some water.
- ATTACHMENT** - fail? Gracefully let go, relationships matter
- FUTURE** - find a reason to get back with them

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