

*Enclosure No. 1 to “Effective Communication Strategies” tool*

**Avoid List-barriers of effective communication**

1. Stop Focusing on the personal agenda - Must not think about your next sentence, when listening to others
2. Stop listening when experiencing information overload
3. Stop criticizing the speaker
4. Stop Getting distracted by your own emotional inner ‘noise’
5. Stop Getting distracted by your external ‘noise’-turn down any source of noises: cell phone ring, computer signals, and beeps, etc.
6. Stop, when experiencing physical difficulty
7. Stop stereotyping and generalizing
8. Stop investing minimal time
9. Stop having distorted focus
10. Stop assuming similar interpretations-Keep in mind, that everyone can interpret things differently
11. Stop experiencing incongruent clues - be consistent in your verbal clues and in your body language at the same time

*In verbal communication*

12. Stop avoid clarity - do not use abstract, over-formal language
13. Stop using generalization and stereotypes
14. Stop jumping into conclusions - cautiously evaluate all pieces of information
15. Stop using dysfunctional responses - do not ignore, do not interrupt, and do not respond with an irrelevant comment
16. Stop be Lack of confidence - do not be shy, be aware of your rights, knowledge, and experiences

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This tool can be found on the project website: [crocoos.tka.hu](http://crocoos.tka.hu)

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