COMMUNICATION CHECKLIST

INTENTIONALITY

☐ Create your STATEMENT OF INTENTION when communicating with students.
☐ Post this intention at your computer until you have practiced the intention and can recall it for automatic action.

SELF REFLECTIVE

STEP 1: Warning Sign
☐ The body is where an ‘alarm’ is set off telling us “Something Is Up.” Maybe we hold our breath, feel uneasy, sense something in our ‘gut’ or enteric sensory system that we need to pay attention.

STEP 2: Mindfulness
☐ STOP! Critical to remove self from stressful event for engagement in circular communication. (*see GTL 1 - Mindfulness)

STEP 3: Body Mapping
☐ Scan your body from head to foot to find out where you are holding your stress. How does this change when you bring attention to these places where you store your stress?

STEP 4: Engage Emotion
☐ List out various emotions that are drawing your attention. Just notice. No problem solving here! We usually like to skip this section especially as academics.
SELF REFLEXIVE

**STEP 5: ENGAGE AMBIGUITY**

☐ What do we not know about the situation? The student? Ourselves? (*see GTL 1 - Unconscious Bias)

☐ Generate and list a set of questions and possible scenarios about the situation.

**STEP 6: RIGHT ACTION**

☐ List possible actions related to your communication scenario.

☐ Which of these actions is most closely aligned with ‘highest’ and ‘best’ Self.

**STEP 7: PLAN OF ACTION**

☐ **Highly Recommend**: Action that you take should begin with an invitation to meet face-to-face.

☐ Follow up with a summary email of the communication. Serves as a paper trail for your efforts and a baseline for further communication with this person.

(“adapted from Leadership Excellence 2019)