

- ☐ Work on being open and approachable; take in information during the beginning of an interaction.
- ☐ People who share more information tend to get more information in return.
- ☐ Focus on “we” instead of “I.”
- ☐ Reserved? Ask the first question. Talk to strangers. Set a goal of meeting new people at every social gathering.
- ☐ People you don’t like? Put your judgments on hold, nod, ask questions, summarize as you would with anyone else.
- ☐ Use their name.
- ☐ Ask open-ended questions.
- ☐ Ask clarifying questions.
- ☐ Read your audience: is your styling chilling them? Are you too quick to get on with your agenda?
- ☐ People you are uncomfortable with? Do what you do with the comfortable group with the uncomfortable groups.
- ☐ Compliment sincerely.
- ☐ Match their communication style.
- ☐ Maintain eye contact.
- ☐ Make introductions for people.