priority
Learning & Development

GUIDED REFLECTION Exercise

Adapting Your Communication Style

> **Adaptation does not mean changing who you are.** It means being intentional about how you communicate based on the person, the situation, and what the moment requires.

Use this reflection after an important conversation, challenging interaction, or communication moment you want to learn from.

1 NOTICE

What was happening?

What was the purpose of the conversation? What did the other person appear to need from me?

2 REFLECT

How did I show up?

What communication habits did I rely on? What impact did my approach have?

3 ADAPT

What could I adjust?

Would more clarity, warmth, structure, brevity, curiosity, or directness have helped?

4 PRACTICE

What will I try next?

Choose one small, observable adjustment to use in a similar situation.

MY NEXT COMMUNICATION EXPERIMENT

Situation or person	
I will intentionally	
I will know it helped when	

Pause. Notice. Adjust. Practice. Communication agility grows through small, repeated choices.