

# Creating a Personal Communication Plan

This playbook provides a structured approach for individuals to create a personal communication plan. The goal is to help improve communication skills through a customized strategy.

## Step 1: **Self-Assessment**

Assess your current communication skills. Identify the areas that you need improvement in, such as public speaking, writing, active listening, or non-verbal communication.

## Step 2: **Set Goals**

Define specific, measurable, achievable, relevant, and time-bound (SMART) goals for each area you wish to improve. For example, 'Improve public speaking skills to confidently deliver a 10-minute presentation within 6 months'.

## Step 3: **Action Plan**

Develop an action plan detailing strategies and activities to meet your communication goals. This could include joining a speaking club, practicing writing daily, or taking communication courses.

## Step 4: **Practice Regularly**

Implement your action plan by practicing regularly. Consistent practice is key to improving any skill. Schedule regular practice sessions and stick to them.

## Step 5: **Seek Feedback**

Request feedback on your communication from trusted friends, colleagues, or a mentor. Constructive criticism will help you understand how others perceive your communication and what specific areas to focus on improving.

## Step 6: **Measure Progress**

Evaluate your progress at regular intervals against the goals you set. Adjust your action plan as necessary based on your evaluation. Celebrate successes and learn from challenges.

## Step 7: **Revise Plan**

Continuously update your communication plan to reflect newly attained skills and goals. This is a dynamic process that will evolve as you grow as a communicator.

# **General Notes**

## **Patience**

Improving communication skills takes time and effort. Be patient with yourself throughout this process and acknowledge the small victories along the way.

## **Flexibility**

Be prepared to adjust your strategies and goals as you make progress or as your needs and priorities change.