



My Communication Skills Review

Rate your own habits, break down one conversation, practise three skills for a week, and look back. If someone in your life controls you, threatens you or frightens you, do not use this to talk it through or negotiate with them. Contact a helpline first: National Domestic Abuse Helpline in England 0808 2000 247 (free, 24 hours), Scotland 0800 027 1234, Wales 0808 80 10 800, Northern Ireland 0808 802 1414, US National Domestic Violence Hotline 1-800-799-7233.

01 How I communicate now

Rate each one for yourself, on an ordinary week. There are no right answers and no one to compare with. A low number just shows a place you could practise.

Listening to understand, not just waiting to reply

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Rarely Often

Asking questions before I assume

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Rarely Often

Saying clearly what I need or want

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Rarely Often

Keeping my tone steady when I'm stressed

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Rarely Often

Body language: facing the person, eye contact, putting the phone down

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Rarely Often

Choosing a good time to raise something

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Rarely Often

Writing messages that are clear and kind

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Rarely

Often

One thing I already do well:

02 Take apart one conversation that went badly

Choose a real, recent one. The aim is not to decide who was right. It is to see where the gap opened between what you meant and what happened.

Who it was with, and what it was about:

What I wanted to say or get across:

What I actually said (and my tone):

What they may have heard (I can only guess):

What I'd change next time (the timing, my words, my tone, asking a question first):

03 Where my habits slip

Tick any that sound like you under pressure. These describe your own habits, not anyone else's.

When I'm stressed, I sometimes:

- ☐ Interrupt or finish their sentence
- ☐ Raise my voice or go sharp
- ☐ Go quiet and say nothing
- ☐ Say 'always' or 'never'
- ☐ Bring up old issues
- ☐ Reply by text when a call would be better
- ☐ Raise something at a bad time
- ☐ Agree out loud while meaning no

The one I'd most like to change:

04 Practise three skills this week

Choose three, no more. Small and specific is better than big and vague, for example 'ask one open question in the team meeting'. Fill in the last column at the end of the week.

Skill	Where I'll practise A real person or moment	How it went

05 My phrase bank

Words are easier to find when you have chosen them in advance. Tick the ones you could say, then change them into your own voice.

Open questions:

- ☐ 'Can you tell me more about that?'
- ☐ 'What was that like for you?'
- ☐ 'What would help right now?'

Checking I understood:

- ☐ 'So what I'm hearing is... Have I got that right?'
- ☐ 'Let me check I've understood.'
- ☐ 'Is there more I'm missing?'

Saying what I need:

- ☐ 'What I need right now is...'
- ☐ 'It would help me if...'
- ☐ 'I'd like to ask for...'

Pausing a heated talk:

- ☐ 'I want to get this right. Can we take ten minutes and come back?'
- ☐ 'I'm getting too worked up to listen well. Can we pause?'
- ☐ 'This matters to me. Let's carry on later today.'

Phrases in my own words:

1. _____

2.

3.

06 My weekly look back

At the end of the week, check in with yourself. Whatever happened, you were practising.

A moment this week when I communicated the way I wanted to:

A moment I'd handle differently, and how:

How do I feel about how I communicated this week?

1	2	3	4	5	6	7	8	9	10
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Not good

Good

The one skill I'll keep practising next week:

When you're done, a moment to reflect

- Which skill would make the biggest difference to one relationship that matters to me?
- When I go quiet or get sharp, what am I feeling underneath?
- Who do I find it easiest to talk to, and what do I do differently with them?
- What would it be like to ask a question first, before I answer?
- What is one small thing I can do this week that I'd be glad of?

Free worksheet from selfgrowth.org. Free self-growth worksheets for real life. Fill it in online and it saves as you go: selfgrowth.org/worksheets/communication-skills-worksheet



If things feel heavier than a worksheet can hold

These are self-reflection tools, not therapy. If you're struggling, especially if you have any thoughts of harming yourself, please reach out to someone now. In the US, call or text **988**. In the UK & Ireland, call **116 123** (Samaritans). Elsewhere, find a free helpline at findahelpline.com. If you're in immediate danger, call your local emergency number.