



# Using Effective Personal Communication





# Quick Tips

The mission of Write Wise Communications, LLC is helping people achieve their goals. People can spot players, manipulators and users quickly. People rarely achieve goals without the help and support of others. It is important to value and appreciate those who helped along the climb to the top. Take some time to communicate effectively with clients, colleagues, mentors or family members who have helped you achieve goals.

- Write thank you notes (handwritten is best, but e-mail works well in some situations)
- Send cards or e-cards
- Give small tokens of appreciation
- Work for free sometimes
- Give credit where credit is due
- Recognize co-contributors and partners
- Cite sources
- Make yourself available to listen
- Interact with an attitude of learning
- Recommend others
- Work toward building relationships, not closing the sale
- Remember the Golden Rule!