**Communication Skills Toolkit**

Below is the important checklist that you could use to assess and improve your communication skills.

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| **Ask yourself** | **My Answer** |
| How do I rate my communication skills on a scale of 1-10? (Below 5 is average, 6 or 7 is good and above 8 is excellent) |  |
| Do I follow people at workplace or on social media who have great communication skills? |  |
| Do I take feedback from others on how to continue to improve my communication skills? |  |
| Do I use right language at workplace even when things are not great? |  |
| Do I know how to write things clearly as part of communication? Ex: Email, Technical proposal, Project accomplishments etc. |  |
| Do I use opportunities to talk to people in different functions? |  |
| Do I read good books and blogs to leverage the power of communication both as a person and personally? |  |
| Do I use opportunities to come forward and communicate my ideas at work? |  |

Fill your answers and hopefully you would identify actions and steps that would help you to communicate your thoughts as influential words.

**Identified actions**

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| **Action** | **Plan (Immediate/Short-term/Longterm)** |
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If you need someone to talk to, we are here [support@softwaredoctor.dev](mailto:support@softwaredoctor.dev)

Want to book an appointment?

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