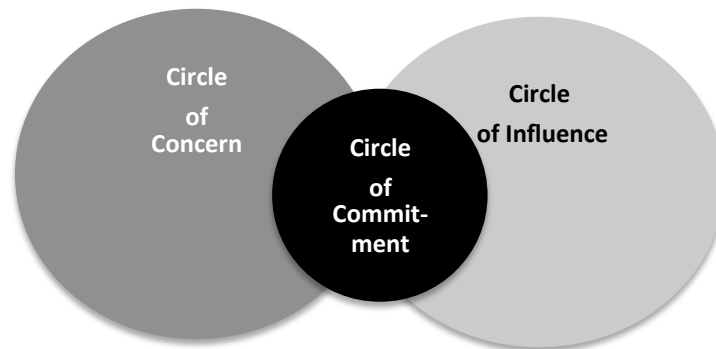


Activity 8.2: How I Can Improve My Communication and Support of My Inner Circle

Use to enhance your connectivity with those who matter most.

Overview. To be supported and support others across our key roles most effectively, we must identify our circles of concern (what we care about but may not be able to affect directly), influence (what we can affect), and commitment (what we are committed to doing well). We can't do everything well; we can't please everyone all the time. We have to choose our most important roles and causes in order to be effective, well and balanced over time. Activity 8.2 is designed to help clarify the most important people in your life at this time, your circle of commitment, and to assist in optimizing communication with these people.



Part 1: Whom I support and get support from

Divide the most important people (or organizations or causes) in your life into three categories: those who primarily support you, those you primarily support (including your professional obligations), and those you both support and receive support from.

I primarily support

Both

Primarily support me

- ★ Indicate with a star the three people who are either most important to you at this time or whom you want to focus on communicating more effectively with.

Part 2: Draft plan for three key people.

Draft a plan for how you can be most effective with three key people in your life. For each individual consider the following:

Goals: What do you want or need to occur within or because of this relationship?

Considerations: Identify ways to accomplish your goals. Consider both of your personality strengths and challenges, the key information you need to communicate, and what communication methods are either most preferred or will be most effective to use most of the time.

Plan: Outline a mini communication plan for what you will do to be effective in this role, how often you will do it, the best times at which to do it, and any next steps.

Example: My Mom (born before WWII, lives thirty minutes away)

Goals: I want to assist her as needed, demonstrate my love, and enjoy the time we have together.

Considerations: Her strengths and challenges are that she prefers to communicate via phone and enjoys watching movies and eating out for dinner. She can use e-mail and Internet but doesn't always have her phone on. She no longer has a working home phone.

My "be available and be supportive" communication plan: I would like to meet in person every week either for lunch on Wednesdays, dinner on Fridays, or during and after church on Sundays. I will call her in the evening on either Tuesday or Thursday to discuss bridge, health, family activities, movies to see, and so on. Once a month, I'll bring up future plans and secure advice on financial matters.

How I will communicate effectively with the most important people in my life

1. Person and Goal:

Considerations for effective strategies

My plan

2. Person and Goal:

Considerations for effective strategies

My plan

3. Person and Goal:

Considerations for effective strategies

My plan