



INSTRUCTIONS: Date the document and imagine that you have a cognitive eye watching you from above yourself. Each time you are having a conversation, watch yourself and see whether what you are intending you say is what you are actually saying. Study your tone of voice, your language, your behaviour, your expression, and if you are being genuine, kind and open to embrace the person in front of you. Keep this document to record your discoveries.

ACTION

Example: Raised voice during disagreement

INTENTION

Example: Intended to emphasize my point

RESULT

The other person felt attacked and became defensive

Notes:

- Observations:
 - o Pay attention to how your tone of voice may differ from your intended message.
 - o Notice if your body language supports or contradicts your words.
 - o Reflect on whether your facial expressions are in harmony with your intentions.
 - o Consider if your actions are aligned with your intention to be genuine, kind, and open.
- Reflection:
 - o After each conversation, take a moment to review your actions and intentions.
 - o Note any discrepancies between what you intended to communicate and what was actually perceived.
 - o Record any patterns you observe over time.
- Adjustment:
 - o Identify specific actions you can take to better align your behavior with your intentions.
 - o Practice mindful communication techniques, such as active listening and empathetic responses.
 - o Seek feedback from others to understand how your communication is being received.

By consistently monitoring and reflecting on your actions versus your intentions, you can enhance your communication skills and build more meaningful and respectful interactions.

ACTION

INTENTION

RESULT

ACTION

INTENTION

RESULT

ACTION

INTENTION

RESULT