

Hi everyone

How has October begun for you? Hopefully well. for me, it's been quite a pleasant start to the month.

My usual newsletter during the first week of the month has this month been moved to today.

This is due to a welcome break I had in tropical north Queensland last week where the rainforest meets the sea (as can be seen from my photo at Cape Tribulation).

The average daily temperature was 30°C – a pleasant change to the haphazard weather in Sydney during previous weeks.

My trip away inspired this month's article – **Are you suffering from the communication blues?**

As always I welcome your feedback so feel free to comment on the article or reply to this email.

I returned to work to be informed that Infinite Growth is a **finalist** in the [2011 Western Sydney Awards in Business Excellence](#). What a great way to start the working week!

Finally, a warm welcome to my new newsletter subscribers.

Until next time  
Maria



PS: I've posted a larger version of the photo below on [Infinite Growth's Facebook page](#). Let me know your view on what connection it might have with business communication skills.

#### Let's Connect



#### Questions or Feedback?

*Have a question or would like to provide feedback?*

Post it on Infinite Growth's [Facebook page](#) or reply to this email.

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**Contact Maria** for further information and to book your package.

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Learn effective business writing skills at your own pace with **Infinite Growth's Self-Study Business Writing Program**.

#### About Infinite Growth

[Infinite Growth](#) delivers workshops and coaching sessions for individuals and teams in communication skills, leadership development, customer service, business writing and presentation skills.

[Contact Maria](#) to book a complimentary session to discuss your business communication needs

## Are you suffering from the communication blues?

Do you find that when you're tired your communication with those around you isn't as good as it normally would be?

I'm often asked what can be done to improve communication skills in the workplace. Here are four tips that you can use.



### 1. Have a break

Leaving the office may not be possible for you. However as the saying goes, 'a change is as good as a holiday'. Small changes can make a difference.

What can you do to have a break?

You could simply go for a walk or work on another task. The benefits include:

- You can consider your options for the communication task
- You can analyse the task and break it into simpler components
- You're more likely to view your communication task from a new perspective

Having a break is not about avoiding a business communication situation and hoping it will go away. It's about giving yourself permission to focus on something else for a short period of time. Rest assured, your brain will still be working on the task in the background.

### 2. Try something new

It's very easy to go into auto-pilot. Whether we realise it or not our previous experiences with colleagues and clients will affect how we respond to them in the future - whether it's face-to-face or written communication.

Have you ever travelled to work a different way to your normal route? When you do, you become more alert to your surroundings. You may even find a more efficient way to travel to work.

The same goes for communicating with others. Be willing to try new ways to communicate effectively.

Take up professional development opportunities for new ideas. This could lead to viewing a situation in your workplace with a new perspective.

### 3. Do one task at a time

Many of us multi-task in an attempt to be efficient and to simply 'get everything done'. Is more productivity achieved?

Studies have found that people perform better when they focus on one task at a time.

How do you become more productive by doing one task at a time especially if you're used to multi-tasking?

It's about prioritising and setting boundaries. By focusing on a particular task you're ensuring that you're not being distracted by other tasks or people. This can include not checking emails or even diverting your phone to voicemail for a specific time period.

Communicating with colleagues or clients either on the phone or in a meeting can often have distractions which many of us take as the norm. Be in the moment in each communication that you have with others and you'll probably find that communication exchange more informative and productive than you previously had experienced.

## 4. Be kind to yourself

It's important to provide support and praise to team members for a job well done. Whatever your role within the business it's also important to acknowledge that what you do in the workplace is of value. How often are you kind to yourself?

Being kind to yourself allows you to recognise what you do in the workplace. It also helps you to stay energised and focused on your business goals.

### Benefits

These four tips will help you to:

- Maintain the energy to focus and effectively deal with workplace communication issues
- Increase your productivity
- Be a good role model to your colleagues and clients
- Enjoy your role in the business and all the challenges that it entails

### *What works for you?*

Let me know by [leaving a comment](#) or by replying to this email.

### Would you like to improve your business communication skills?

[Contact](#) Infinite Growth's office for a complimentary discussion of your business communication needs.

If you know someone who could benefit from this newsletter feel free to forward it to them.

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