Mindful Communication

by Kalika

www.kalika.com

Use this worksheet to reflect on your communication habits and bring more mindfulness to your interactions. This process will help you uncover unconscious patterns and guide you toward more authentic connections.

Step 1. Reflect on a Recent Interaction

Think of a conversation or email exchange where you felt disconnected or that didn't turn out as you had hoped. What was the situation, and how did you feel?

Step 2. Identify Your Intention

In that moment, what were you hoping to achieve? Were you seeking approval, trying to protect yourself, or simply sharing information?

Step 3. Assess the Outcome

How did the other person respond? Did your communication lead to connection or disconnection?

© Kalika LLC | @kalikayap • kalika.com

Step 4. Reframe and Rewrite

If you could go back and redo the conversation or email, how would you approach it differently with more mindfulness?

Step 5. Create a Mindful Communication Plan

List three specific actions you can take this week to practice more mindful, authentic communication.

Mindful communication is a practice, not a destination. By bringing awareness to our intentions and speaking truthfully, we can build stronger relationships and create a more positive environment in our businesses and personal lives.

© Kalika LLC | @kalikayap • kalika.com

k

"The quieter you become, the more you can hear."

— Ram Dass