



The Four “Ts” of Communication

1. TIMING

- Is this a good time to bring this up, as I consider the location, environment, and time we have to talk?
- Is this a good time to bring this up, considering the state of my heart and emotions at the moment?
- Is this a good time for me to express my thoughts, opinions, and bias, in light of what they are going through?

2. TONE

- What is the tone in my voice?
- What is the tone of my body language?
- What is the tone of my heart?
- What is the overall tone of our relationship?
- What is the overall tone of the environment we’re in at this moment?

3. TECHNIQUE

- Am I using a compliment sandwich, starting with one compliment, then one constructive point, followed by another authentically positive statement?
- Am I being careful to not use words like “always” and “never” to describe how I feel?
- Am I owning my own stuff and not blaming others or playing victim?

4. TRUTH

- Is what I am saying a truth that lines up with Scripture?
- Is what they are saying to me a truth that I need to hear even if their timing, tone, and technique is off?
- Is it possible for me to be teachable, in spite of how I feel, and apply this truth to my life?