

NUMBER ONE COACHING TOOL OF THE MONTH CLUB

FOR A RADICAL BREAKTHROUGH IN MASTERING EFFECTIVE LISTENING SKILLS THAT WILL TAKE ALL OF YOUR RELATIONSHIPS TO A NEW LEVEL!

FIRSTLY, THANK YOU FOR CREATING THE OPPORTUNITY FOR YOURSELF TO HAVE A RADICAL BREAKTHROUGH IN MASTERING EFFECTIVE LISTENING SKILLS THAT WILL TAKE ALL OF YOUR RELATIONSHIPS TO A NEW LEVEL, AND THANK YOU FOR THE OPPORTUNITY THAT YOU GIVE ME TO MAKE A DIFFERENCE FOR YOU, WHICH FULFILLS MY LIFE.

SECONDLY, HERE IS MY NUMBER ONE TOOL OF THE MONTH FOR YOU TO USE TO MASTER EFFECTIVE LISTENING. HOWEVER, THIS EXERCISE ONLY WORKS IF YOU COMPLETE IT RIGOROUSLY AND GENUINGLY ALL THE WAY THROUGH.

TO DO THIS EXERCISE, PLEASE USE A NOTEBOOK, NOTEPAD OR A NOTE APPLICATION ON YOUR PHONE. YOU WILL WANT TO HAVE SOMETHING THAT YOU CAN CARRY WITH YOU ANYWHERE YOU GO AND THAT IS EASY FOR YOU TO USE. FOR YOU TO BE ABLE TO OBTAIN THE RESULTS OF THIS EXERCISE, IT REQUIRES YOU TO DO IT FOR 21 DAYS.

LISTENING IS AN ART! IT IS ALSO A SKILL THAT YOU CAN BEGIN MASTERING TODAY! HERE IS MY COACHING ON MASTERING EFFECTIVE LISTENING SKILLS:

LISTENING IS NOT A PASSIVE ACT. LISTENING REQUIRES ACTION. IT IS NOT THE KIND OF ACTION YOU MAY SUSPECT, HOWEVER. FOUR FOUNDATION ACTIONS REQUIRED FOR LISTENING ARE:

- 1) BEING PRESENT;
- 2) GETTING YOURSELF OVER IN THE OTHER PERSONS WORLD; AND
- 3) CREATING CLARITY
- 4) ATTENDING TO THE OTHER PERSON.

LET'S LOOK AT EACH OF THESE ACTIONS IN A LITTLE MORE DETAIL:

- 1 BEING PRESENT. WE MOSTLY THINK WE ARE PRESENT WITH PEOPLE. BY BEING PRESENT I DO NOT JUST MEAN SITTING OR STANDING IN FRONT OF SOMEONE. I MEAN ACTUALLY REMOVING, FOR YOU, ALL OF YOUR DISTRACTIONS SO THAT THERE IS NOTHING BUT THE OTHER PERSON AND WHAT THEY ARE SAYING. TO DO THIS YOU NEED TO NOT NECESSARILY REMOVE ALL OUTSIDE DISTRACTIONS BECAUSE THEY MAY JUST BE THERE. WHAT YOU NEED TO DO IS LET GO OF ALL OF YOUR INTERNAL THOUGHTS ABOUT OUTSIDE CIRCUMSTANCES PAST,

PRESENT AND FUTURE. FOR EXAMPLE:

- A. LET GO OF YOUR CONCERNS ABOUT YOU: DO I LOOK GOOD, WHAT AM I GOING TO SAY NEXT, DOES THE PERSON LIKE ME, ETC.**
- B. LET GO OF YOUR THOUGHTS ABOUT THE CONVERSATION: THIS IS JUST LIKE WHEN I SPOKE WITH THIS PERSON BEFORE (AND THEN GOING OFF ON A TRAIL OF THOUGHTS ABOUT YOUR LAST CONVERSATION), THIS IS JUST LIKE WHEN I SPOKE TO SOME OTHER PERSON BEFORE (AND THEN GOING OFF ON A TRAIL OF THOUGHTS ABOUT THAT CONVERSATION), ETC.**
- C. LET GO OF ANY OPINIONS YOU HAVE ABOUT THE CONVERSATION: THIS IS GOING WELL, THIS IS GOING BAD, THIS IS A DUMB CONVERSATION, THIS IS A SCARY CONVERSATION, ETC.**
- D. LET GO OF THINGS THAT ARE NOT PART OF THE CURRENT MOMENT: MAKING YOUR GROCERY LIST IN YOUR HEAD FOR TONIGHT, REVIEWING WHAT YOU DIDN'T DO EARLIER IN THE DAY, WORRYING ABOUT YOUR INTERVIEW TOMORROW, ETC.**
- E. BASICALLY LET GO OF ANY THOUGHT/S THAT COME UP FOR YOU AND JUST STAY FOCUSED ON THE PERSON AND WHAT HE OR SHE IS SAYING IN THAT MOMENT!**

- 2 GETTING IN SOMEONE ELSE'S WORLD. ONCE YOU ARE PRESENT, GETTING IN SOMEONE ELSE'S WORLD ENTAILS LISTENING NOT ONLY TO WHAT THEY ARE SAYING BUT HOW THEY ARE SAYING IT AND WHAT ARE THEIR EMOTIONS, INTENTIONS AND/OR COMMITMENT, IN THE BACKGROUND, FOR SAYING WHAT THEY ARE SAYING. PUT YOURSELF IN THAT PERSON'S SHOES – IMAGINE THAT YOU ARE THAT PERSON AND TRY ON UNDERSTANDING WHAT THEY ARE GOING THROUGH AT THE MOMENT FROM THEIR VIEW. FOR EXAMPLE: SOMEONE SAYS TO YOU, "WE HAVE A BREAKDOWN WITH THE PROJECT":**

- A. WHAT ARE THE EMOTIONS THAT ARE PRESENT?**
- B. WHAT IS THEIR BODY LANGUAGE?**

IF YOU LOOK CLOSELY YOU MIGHT SEE THEY HAVE A CONCERNED LOOK ON THEIR FACE AND/OR THEY HAVE URGENCY ABOUT THEM. JUST STAY PRESENT TO THEM AND TAKE ON THEIR BODY LANGUAGE, THEIR EXPRESSIONS AND THEIR TONE OF VOICE SO THAT YOU CAN ACTUALLY EXPERIENCE WHAT THEY ARE EXPERIENCING TO THE POINT THAT YOU BECOME A MIRROR OF THEM. USE THE EXACT WORDS THEY USE WHEN TALKING BACK TO THEM – DO NOT PARAPHRASE THEM OR MAKE UP YOUR OWN WORDS TO RESPOND BACK TO THEM. THIS WILL HAVE YOU BE ABLE TO "EXPERIENCE" THEM BETTER AND WILL HAVE THEM EXPERIENCE BEING LISTENED TO AND HEARD. BY DOING THIS YOU WILL ACTUALLY BE ABLE TO UNDERSTAND EACH WORD THEY ARE SAYING AT A MUCH DEEPER LEVEL BEYOND THEIR ACTUAL WORDS.

- 3 CREATING CLARITY ENTAILS YOU BEING CLEAR ABOUT WHAT IS BEING SAID AND ALSO GIVING THE OTHER PERSON A CHANCE TO HAVE**

CLARITY ABOUT WHAT THEY ARE SAYING. ASK OPEN-ENDED QUESTIONS TO CLARIFY ANYTHING YOU ARE UNSURE OF. FOR EXAMPLE: "TELL ME MORE ABOUT THAT." OR "WHAT DO YOU MEAN BY THAT?" ALLOW THEM TO TALK WITHOUT FEELING THE NEED TO JUMP IN. SILENCE IS NOT A PROBLEM. IF YOU WILL LISTEN THROUGH THE SILENCE THEY WILL HAVE TIME TO CONTINUE TALKING AND CLARIFY THINGS FOR THEMSELVES AS WELL AS FOR YOU. WHEN YOU ASK QUESTIONS MAKE SURE YOU CONTINUE TO APPLY #1 AND # 2 FROM ABOVE.

- 4 ATTEND TO THE PERSON. NOW THAT YOU HAVE DONE #1 THROUGH #3 THERE IS ONE LAST PIECE. REALLY ATTEND TO WHAT THE PERSON IS SAYING BY MAKING SURE YOU ACTUALLY ADDRESS WHAT THEY HAVE SAID IN A WAY THAT THEY FEEL TAKEN CARE OF AND KNOW THAT YOU ACTUALLY UNDERSTAND THEM AND SO THAT THERE ARE NO LOOSE ENDS LEFT NOT ADDRESSED. LEAVE THEM WITH THE EXPERIENCE OF BEING NOT ONLY HEARD BUT ALSO UNDERSTOOD.

TAKE THESE 4 FOUNDATIONS ON THE ROAD AND PRACTICE. FIND SOMEONE IN YOUR LIFE THAT WILL WORK WITH YOU AND LET HIM OR HER KNOW THAT YOU ARE WORKING ON MASTERING YOUR LISTENING SKILLS. ENGAGE IN A CONVERSATION WITH THEM AND APPLY THESE FOUNDATIONS. AT THE END OF THE CONVERSATION LET THEM KNOW WHAT YOU HEARD AND EXPERIENCED AND CHECK IN WITH THEM TO FIND OUT IF YOU WERE ON TARGET AND IF THEY EXPERIENCED BEING LISTENED TO, HEARD, UNDERSTOOD AND ATTENDED TO.

PRACTICE IS THE KEY TO MASTERING ANYTHING AND THE SAME IS TRUE FOR YOUR LISTENING SKILLS. I KNOW YOU REALLY WANT TO LISTEN TO THE PEOPLE IN YOUR LIFE. YOU ARE ALREADY POWERFUL AND YOU LOVE PEOPLE AND THIS IS YOUR OPPORTUNITY TO INCREASE YOUR EFFECTIVENESS IN NOT ONLY LISTENING BUT IN TAKING ALL OF YOUR RELATIONSHIPS TO A NEW LEVEL.

LISTENING, LIKE ANYTHING, CAN BE CREATED AS A NEW KIND OF PATTERN THAT WILL SERVE YOU. CREATING ANY NEW PATTERN REQUIRES PRACTICE OVER TIME. WITHIN 21 DAYS, IF YOU ARE RIGOROUS, YOU WILL HAVE A RADICAL BREAKTHROUGH IN MASTERING EFFECTIVE LISTENING SKILLS THAT WILL TAKE ALL OF YOUR RELATIONSHIPS TO A NEW LEVEL. SHARE WITH EVERYONE YOU KNOW THE NEW RESULTS YOU ARE CREATING IN YOUR LIFE BY MASTERING EFFECTIVE LISTENING. BECOME THE NEW INSPIRATION FOR EVERYONE AROUND YOU TO ENGAGE IN LISTENING AS THE ART THAT IT IS!

WHAT ARE ALL THE INSIGHTS THAT YOU GOT OUT OF THIS EXERCISE FOR MASTERING EFFECTIVE LISTENING? MAKE SURE YOU PUT WHAT YOU SAW FOR YOURSELF TO WORK **RIGHT NOW!!!** NEUROSCIENTISTS HAVE PROVEN THAT IF YOU DO NOT ACT ON AN INSIGHT RIGHT AWAY, IT IS LOST TO YOU.

LASTLY, FROM ME TO YOU;

NEXT MONTH: WE WILL HAVE AN EXCITING TOOL ON HAVING A RADICAL BREAKTHROUGH IN REMEMBERING ALL THERE IS TO REMEMBER IN YOUR LIFE!

THANK YOU SO MUCH FOR TAKING THE TIME AND USING MY TOOLS TO CREATE SOME **IMPRESSIVE RESULTS** IN YOUR LIFE. THAT IN ITSELF CONTRIBUTES TO ME AND ALLOWS ME TO FULFILL ON MY LIFE'S PURPOSE, WHICH IS TO **SERVE YOURS!**

IF YOU WOULD TAKE THE TIME TO EMAIL ME BACK AND GIVE ME YOUR FEEDBACK, IT WILL MAKE A TREMENDOUS DIFFERENCE FOR ME AND MY CREATING MORE AND MORE THINGS TO SERVE WHAT I LOVE (OUTSTANDING PEOPLE UP TO BIG THINGS LIKE YOU)!!

HONORED TO BE YOUR PARTNER IN MAXIMIZING OUR POTENTIAL,

A handwritten signature in black ink, appearing to read 'Carolina', with a stylized flourish at the end.

CAROLINA ARAMBURO

WATCH AND LISTEN TO EXACTLY WHAT THEY SAY AND DO NOT ADD ANYTHING OR TAKE ANYTHING AWAY.