Communication Skills Practice Worksheet

A free companion to our guide on communication skills and personality development. Print it or keep it on your phone. Name: _____ Start date: _____

Part 1: 4 Week Plan (10 minutes a day)

Week	Focus	Daily practice	Done (tick each day)
1	Listening	Let the other person finish. Repeat their main point before you reply.	M T W T F S S
2	Clarity	Write your main point in two sentences before any big message.	M T W T F S S
3	Voice and body	Record yourself for one minute. Watch it once. Fix one habit.	M T W T F S S
4	Assertiveness and feedback	Say one honest, polite no or opinion daily. Ask one person for feedback.	M T W T F S S

Part 2: Quick Self Check (circle Yes or No)

#	Question	Week 1	Week 4
1	Do I let people finish before I reply?	Yes / No	Yes / No
2	Can I say my main point in two sentences?	Yes / No	Yes / No
3	Do I notice how the other person reacts?	Yes / No	Yes / No
4	Do I stay calm when I disagree?	Yes / No	Yes / No
5	Do my messages sound polite in writing?	Yes / No	Yes / No
6	Can I say no without feeling guilty?	Yes / No	Yes / No
7	Do I ask for feedback?	Yes / No	Yes / No
8	Do I look at people when we talk?	Yes / No	Yes / No

Six or more Yes answers means a good base. Fewer than six? Pick your first two No answers and work on them first.

Part 3: Weekly Notes

Week	One thing that went well	One thing to fix
1		
2		
3		
4		

Read the full guide at personaguru.in. This worksheet is for personal use.