

# WHAT HAPPENS WHEN WE TALK TOO MUCH?

We are all guilty of talking too much, but what happens when we do?  
The listener tunes us out and we lose our credibility.

Here are 5 tips to help you control your need to talk too much:

1. **Use self-control:** this is when you consciously stop yourself from doing something that you know is not good for you or does not serve you.
2. **Focus your message on the 3 C's of Communication:** be clear, be concise, be conversational.
3. **Beware the use of filler words:** they are a symptom of talking too much.
4. **Practice pausing:** pausing allows your brain to avoid filler words, to take a beat, and find the next word.
5. **Don't be afraid of silence!** Say what you need to say and then stop talking. Let your words land. There is great power in silence. Ask any leader and they will tell you: silence is a powerful communications tool.

Remember: No matter how you sound, I can make you sound better.