

**Build realistic expectations:** Be realistic about what you expect from yourself and others in a conversation. Unrealistic standards can often lead to frustration and disappointment.



**Empathy when listening:** Try to understand the other person's perspective. Use active listening skills, such as summarising, paraphrasing, and reflecting back what you've heard, to show that you are engaged and understanding.



Clarify misunderstandings: If you're unsure about what the other person is saying, ask for clarification. Try to avoid making assumptions, as they can lead to misunderstandings.



**Avoid catastrophising:** Don't jump to conclusions or assume the worst about a situation. Instead, consider alternative explanations and possibilities.



**Learn relaxation techniques:** Use relaxation techniques, such as deep breathing or progressive muscle relaxation to manage anxiety/stress that may arise during communication.



Mindfulness: Practice being fully present in the conversation. Avoid distractions and focus on the here and now. Mindfulness can improve your ability to listen and respond appropriately.