



February 2009

## Communication Tip of the Month

### Helping Your Words & Actions Speak Volumes

Give the Gift of Words this Valentine's Day!

#### Heads Up: Valentine's Day is in a Couple of Weeks

Heartfelt words aren't just for romantics. You can also tell your parents, children, grandparents and friends how much you care in just a few simple steps.

Not comfortable sharing your feelings? Then read on to learn how to give the loveliest Valentine of all: A personalized, handwritten note to your loved ones!

#### This week:

1. Write a list of your loved ones.
2. Set aside at least 15 minutes. Schedule more time during the week if needed.
3. For each person, write down one or two of your favorite traits, habits or quirks that make you love him or her so much. That includes a wacky sense of humor, making your favorite meal when you're feeling down, being a good listener, or showing kindness to others.

#### Over the weekend:

Buy cards for each person on your list.

#### Next week:

Here are four steps to craft a magnificent message. For each step, use as many sentences as you need to express yourself fully. This is your note, so develop it as you like. Combine sentences, add traits, reminisce -- The choice is yours.

1. The first part describes what you like about the trait or action:
  - ~ I love hearing you laugh when we watch television together.
  - ~ My favorite times are when we get into great conversations while we're cooking dinner.
  - ~ No matter how busy you are, I appreciate the way you always take time to listen to me.
2. In the second part, tell them how it makes you feel:
  - ~ I feel so safe when you hug me after a rough day at work.
  - ~ My heart feels so full when I watch you pray with my grandmother at the nursing home.
  - ~ I feel so flattered when you brag about me to your father.
3. The third part offers a thank you or encouragement to your loved one:
  - ~ Thank you for loving me as you do.
  - ~ I am blessed to have you in my life.

~ How did I get so lucky to have a daughter like you?

4. The fourth part closes your message with "Be My Valentine" or "I Love You" or whatever you're comfortable with...then sign your name.

That's it! You've just given your loved one the most personal gift ever: A message tailored especially for him or her.

**Never underestimate the power of simplicity.** Consider offering your note with a single rose. (For the different meanings the color of roses have, [click here.](#))

Wishing you a Refreshing and Productive Day (and a Happy Valentine's Day!),



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## About the Communication Tip of the Month

The Communication Tip of the Month is distributed at the beginning of each month and offers tips for professional and personal communications. If you have a suggestion for an upcoming Communication Tip, feel free to email me at [Michelle@MichelleZavala.com](mailto:Michelle@MichelleZavala.com).

Please forward this to colleagues or other business owners who would like to receive these monthly communication tips. To subscribe, click on the "Join my mailing list" link below or visit [www.MichelleZavala.com](http://www.MichelleZavala.com).

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