



Bon Impressions

Life Coaching : Counselling : Behavioural Facilitation

# MINDFUL COMMUNICATION



## THE P⚡WER OF WORD

"Words are free.  
It's how you use them that may cost you."  
**-KushandWizdom**

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“ Mindful communication begins with a pause, a breath and the intention to listen and not just respond ”

— **Nidhi Sharma**



# MINDFUL COMMUNICATION?

## What is Mindful Communication?

*Mindful communication means speaking and listening with intention, awareness, and compassion. It's about pausing before you speak, choosing your words wisely, and recognizing their impact on yourself & others.*



According to a **LinkedIn Learning report**, communication is the #1 soft skill employers value most, even above time management and collaboration.

**Mindful Communication: More Than Just Speaking Well:**  
It means speaking and listening with intention, awareness, and compassion.

It's about pausing before you speak, choosing your words wisely, and recognising their impact—on yourself, others, and the shared environment.

It's not just about what you say—it's about how present you are when you say it.

Mindful communication invites curiosity over judgment, responsiveness over reactivity, and connection over control.

## Why Words Matter

- Words can heal or hurt.
- They shape relationships, influence mood, and fuel actions.
- They reflect our inner world and create our outer experience.
- Once spoken, words can't be taken back—only understood or repaired.



## Before you speak, T.H.I.N.K.

Ask yourself

**T** – Is it True?

**H** – Is it Helpful?

**I** – Is it Inspiring?

**N** – Is it Necessary?

**K** – Is it Kind?

If it doesn't pass all these, it might be better left unsaid—or reframed



## Everyday Mindful Communication Tips

### **Pause Before You Respond**

A deep breath can prevent a sharp word.

### **Speak with Intention**

Ask: What do I hope this message will do?

### **Use "I" Statements**

Own your feelings: "I felt unheard," vs "You never listen."  
OR "I would appreciate more clarity on expectations so I can deliver better results." vs "You didn't explain this properly."

### **Be Fully Present**

Listen without rehearsing your reply.

### **Watch Your Tone**

It's not just what you say, but how you say it.





vs



### **Words That Uplift**

"I believe in you."

"Let's try again."

"Thank you."

"I hear you."

### **Words That Drain**

"You always mess up."

"This is hopeless."

"You should've known."

"You're overreacting."

### **Mindful Phrases to Practice**

- "Help me understand..."
- "I hear that you're feeling..."
- "What I'm hearing is..."
- "Can we revisit this when we're both calmer?"
- "How can I support you right now?"



# Words That Uplift in the Workplace

Positive language fosters trust, motivation, and collaboration.

Try using these uplifting phrases in daily interactions:

## To Acknowledge Effort & Growth

- “I really appreciate the effort you put into this.”
- “Your growth in this area is noticeable.”
- “You handled that challenge with grace.”
- “Thank you for your consistency.”

## To Encourage & Empower

- “I trust your judgment.”
- “Take the lead—I believe in your abilities.”
- “You’ve got this.”
- “Let me know how I can support you.”

## To Create Psychological Safety

- “It’s okay to make mistakes—we learn from them.”
- “All ideas are welcome here.”
- “Thanks for being honest. That helps us grow.”
- “This is a safe space to speak your mind.”





## **To Foster Collaboration**

- “Let’s build on that idea.”
- “What do you think?”
- “We’re in this together.”
- “Your perspective is valuable.”

## **To Celebrate Wins (Big or Small)**

- “Well done—this made a real impact.”
- “Your contribution didn’t go unnoticed.”
- “Let’s take a moment to celebrate that win.”
- “This success is because of your hard work.”





# Quick Daily Practice

## 3 minute Reflections

- What's one conversation I handled well today?
- Where could I have paused before reacting?
- What's one kind phrase I can use more often?

## Let Your Words Be Your Legacy

- Your words leave a trace. Choose ones that build, connect, and heal.
- "Speak only if it improves upon the silence." – Mahatma Gandhi
- Link to coaching program – PPB to be added here
- Invite them to a No cost Exploratory Session
- Contact info and social handles

***"YOU'RE NOT FINISHED YET. YOU'RE JUST GETTING STARTED."***



- Want to explore Mindful Communication or Communication Coaching for yourself or your team?
- Connect on [ask.bon@bonimpressions.com](mailto:ask.bon@bonimpressions.com)
- Discover Our Signature Program:  
**<https://www.bonimpressions.com/peak-performance-blueprint>**
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