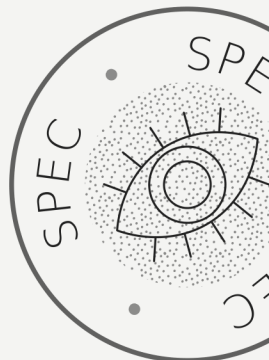




introspective
communication
basics



Hi There!

This guidebook is designed to introduce you to the Spec Communication Methodology through a self-paced workbook.

Combining introspection and emotional regulation techniques, you can leverage an "inside-out" approach to gain personal insights, address mental/emotional overwhelm, and overcome blocks towards expressing yourself in the way you most desire.

The 3 basic skills described in this book are the foundation of this methodology. They are the most fundamental aspects of building communication skills through self-awareness, mental clarity, and mindfulness practices.

The Spec Communication Methodology is about looking **inward** to help clear your perception of yourself so you can express yourself confidently.

Rachel Randolph,
coach and founder

4 STEP *Process*

1 - Gaining Clarity

empty your mind to obtain clarity and connect the dots.

2 - Emotional Regulation

understanding and regulating the emotions you experience.

3 - Energetic Boundaries

establishing and maintaining boundaries to maintain your personal experience of communication, regardless of the situation.

4 - Apply To Communication

What good is all the work if you can't apply it?! This section offers prompts to guide you in implementing the tools you've learned.

GAINING CLARITY



INTROSPECTIVE COMMUNICATION BASICS

Mind Mapping

What is a mind map?

A mind map is a tool or technique used to collect, organize, and make connections. It's typically used as a business strategy to brainstorm and organize ideas.

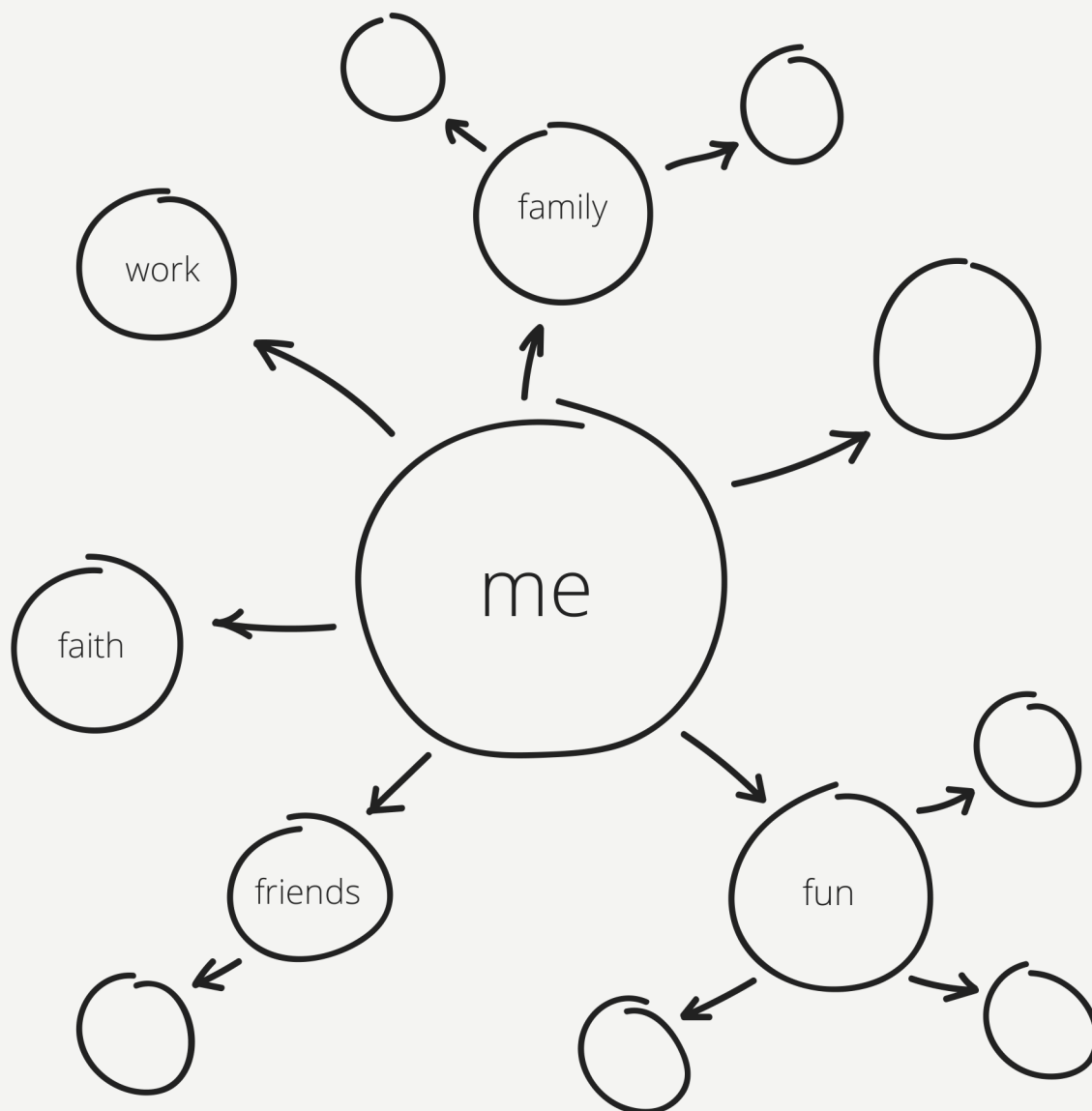
How is it useful for communication skills?

Imagine if you could take a screenshot of everything in your mind when you're feeling overwhelmed and it feels impossible to express yourself effectively.

This is what a mind map allows you to do. It is essentially a brain dump of categories, ideas, thoughts, feelings, and experiences that you are having right now. Once you've written them down, it is out of your mind, on paper, and it is now possible to see how everything is interrelated.

This gives you more information, and perspective, and allows you to engage with more objectivity of yourself and of the situation at hand.

On a separate sheet of paper, write "me" and circle it, then allow whatever is on your mind currently to flow onto the paper in each main category of your life.



INTROSPECTIVE COMMUNICATION BASICS

Lazarus Technique

What is the Lazarus Technique?

This is an NLP skill used to distill a complicated thought or feeling into its essence. This can be done with any question, but we'll use communication to start.

How is it useful for communication skills?

As you narrow down your experience from a nebulous of thoughts and feelings, into a single word, you can bring this clarity to the table when you are expressing your needs, thoughts, feelings, wants, etc.

INTROSPECTIVE COMMUNICATION BASICS

Lazarus Technique

How do you feel about your communication today:

Paragraph - write out everything.

Sentence - narrow down one sentence.

Word - sum it up in one word.

How do you want to feel about your communication:

Paragraph - write out everything.

Sentence - narrow down one sentence.

Word - sum it up in one word.

EMOTIONAL REGULATION



INTROSPECTIVE COMMUNICATION BASICS

Emotional Regulation

What is emotional regulation?

Emotional regulation is the ability to respond to the experience one is having appropriately to the situation, with an awareness of the spectrum of emotions, and the ability to accurately engage or delay emotional responses as needed.

What does emotional regulation have to do with communication skills?

I will start by asking you, what would change about your life if you knew how to communicate with more calmness and clarity?

Reflect on your initial response to a stressful situation...

What is it typically like? Do you feel capable of communicating clearly?

You calm your mind by calming your nervous system.

You can calm your nervous system through breathing.

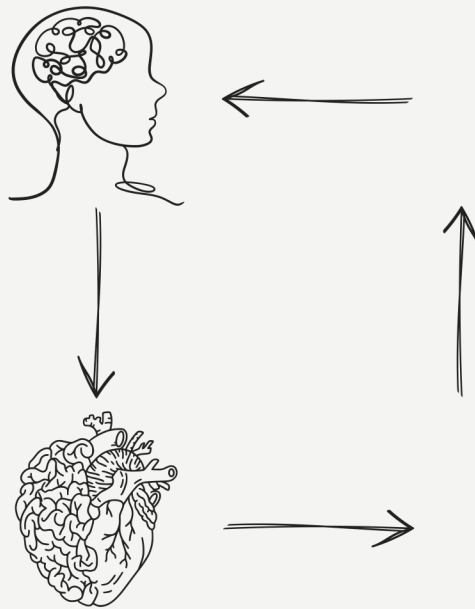
INTROSPECTIVE COMMUNICATION BASICS

Heart Coherence

Bring your attention to your breath.

Inhale for 5 seconds, pause for 5 seconds, exhale for 5 seconds, and pause for 5 seconds. This is called "box breathing"

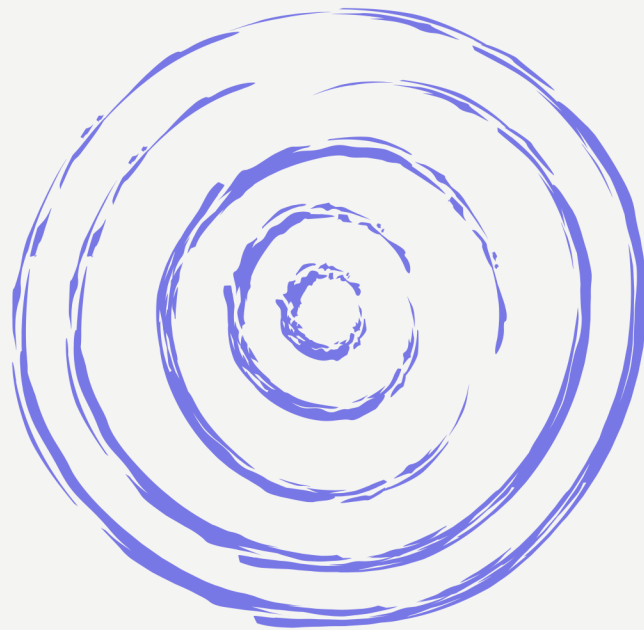
Imagine your breath coming in through your mouth, dropping into your chest, and exhaling through your heart center. Like the diagram below:



As you breathe, imagine a connection between your mind and your heart creating coherence.

Once the connection between your heart and your mind is established, you have regulated your breathing, which regulates your nervous system.

ENERGETIC BOUNDARIES



INTROSPECTIVE COMMUNICATION BASICS

Energetic Boundaries

What are energetic boundaries?

They protect you from things that will disturb your desired state of being when you're communicating with others.

Consider your desired state of communication from the first exercise. When we are living our daily lives, we are naturally absorbing energy from the outside world - We are absorbing the moods and emotions of others.

Energetic boundaries allow us to reclaim the energy we want to hold.

Why do they matter for communication skills?

Consider that boundaries have nothing to do with other people. They are fully in your control to cultivate from within, communicate externally, and maintain within your relationships.

They are like a clear bubble, not a brick wall. Fully in your control to open yourself to the world, or close when it's time to recenter, calm, gain clarity, or simply take time for yourself.

INTROSPECTIVE COMMUNICATION BASICS

Energetic Boundaries

1. Focus your attention on your breath.
2. Inhale for 5 seconds, pause and exhale for 5 seconds.
3. Create coherence in your breath (emotional regulation technique)
4. Imagine there is a bubble around you. This bubble surrounds you with your desired emotion/feeling.
5. Bring in thoughts, feelings, visuals, experiences, and ideas that fill your bubble with what you desire. (ex. what it's like to have a slow, relaxing morning)
6. Use your imagination to visualize the top of the bubble opening and allow energy in that is **not** what you choose (ex. what it's like when someone else is complaining)
7. For a moment, let this opening in the top of your bubble linger.
8. Register to yourself that you have opened your energetic boundary and allowed energy to come into your space.
9. Then imagine the bubble around you closing and once again you fill the bubble with your chosen emotion, thoughts, feelings, and experience.
10. You've now established an energetic boundary (or bubble) and can do this whenever you need/want to reclaim your energy!

INTROSPECTIVE COMMUNICATION BASICS

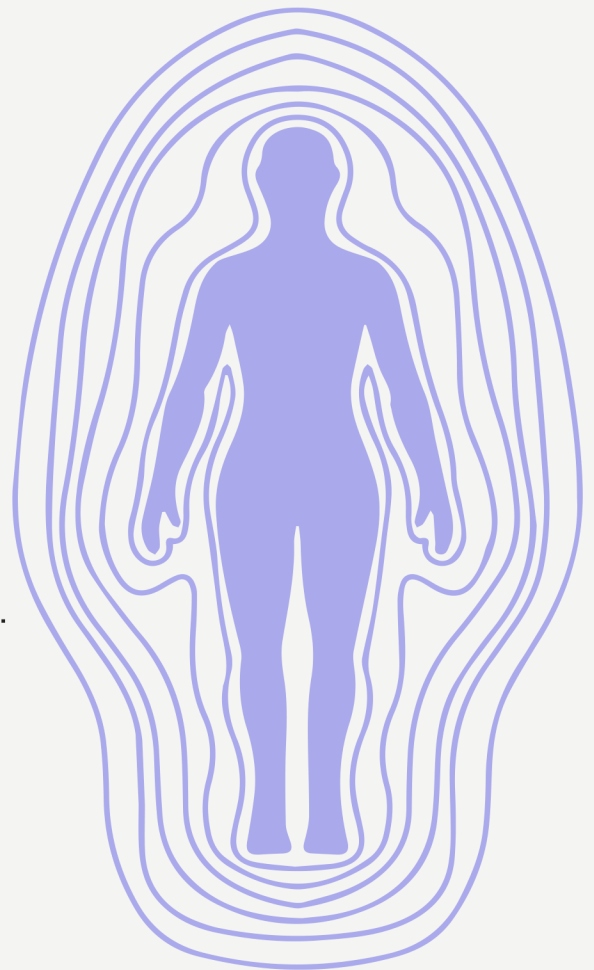
The Human Biofield

In 1994 a panel of scientists at the National Institute of Health, chose the word "biofield", to describe the field of energy and information that surrounds and interpenetrates the human body [1]. Biofield is also, defined as fields surrounding living biological objects. Linked with cellular activities and induced the various healing processes. They can have photonic, thermal, magnetic, and electromagnetic components.

HEF is the most sensitive reflection of the physical, emotional, and in some cases, spiritual condition of life.

The people's perceptions and thoughts, determine the outcome of the Bio-Field associated with them termed as Aura or Halo.

For more information on the human biofield, check out the Heart Math Institute!



APPLYING TO COMMUNICATION



INTROSPECTIVE COMMUNICATION BASICS

How To Apply

Is there a situation you can think of right now that you need more clarity on?

Use the mind map or Lazarus technique to empty your mind and learn what is true about your experience.

Is there a situation you can think of right now that could use more emotional regulation?

Use the heart coherence technique to move through any uncomfortable emotions about a situation and regain a calm emotional state before communicating.

Is there a situation you can think of right now that could use some energetic boundaries?

Use the energetic boundaries to reclaim what is your energy to control, and what is being influenced by another person, work, friends, or simply the world around you.

How can you use these three skills to build a foundation of self-awareness and confidence in all areas of life?

Reflect on how you can use these 3 skills to set the stage for more self-awareness and confidence in your communication, and your life.



founder & coach



RACHEL RANDOLPH

I founded Spec in 2019, on the belief that people are already self-aware and brilliant, they only need tools to leverage that brilliance to communicate with strength, confidence, and clarity. If you enjoyed this guidebook and want to learn more about my programs, please let me know by emailing hello@yourspeccoach.com!

