

Supercommunicators

by Charles Duhigg

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

⁰¹ **Name the channel before answering**

In your next important conversation, pause and decide whether the moment is practical, emotional, or social before you offer a response.

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⁰² **Ask one deeper question**

Replace a surface question like 'what happened?' with 'what made that feel important?' or 'what are you worried this means?'

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⁰³ **Loop back the meaning**

Summarize what you heard in your own words, including the emotion or stakes, then ask if you got it right.

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⁰⁴ **Check before fixing**

Before giving advice, ask: 'Do you want help solving this, or do you want me to stay with what this feels like?'

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⁰⁵ **Share one calibrated truth**

Offer a relevant piece of your own experience that makes the exchange mutual without stealing the center of the conversation.

MON TUE WED THU FRI SAT SUN

⁰⁶ **Repair a mismatch quickly**

If the talk starts to snag, say: 'I think I may be answering a different conversation than the one you are trying to have.'