

Strategies for Organizing Your Thoughts

SEPT 2026 SESSION BY RIC PHILLIPS, MBA - COMMUNICATION COACH & TRAINER



East and West
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National Communication Coaching Association

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Today's Topic:

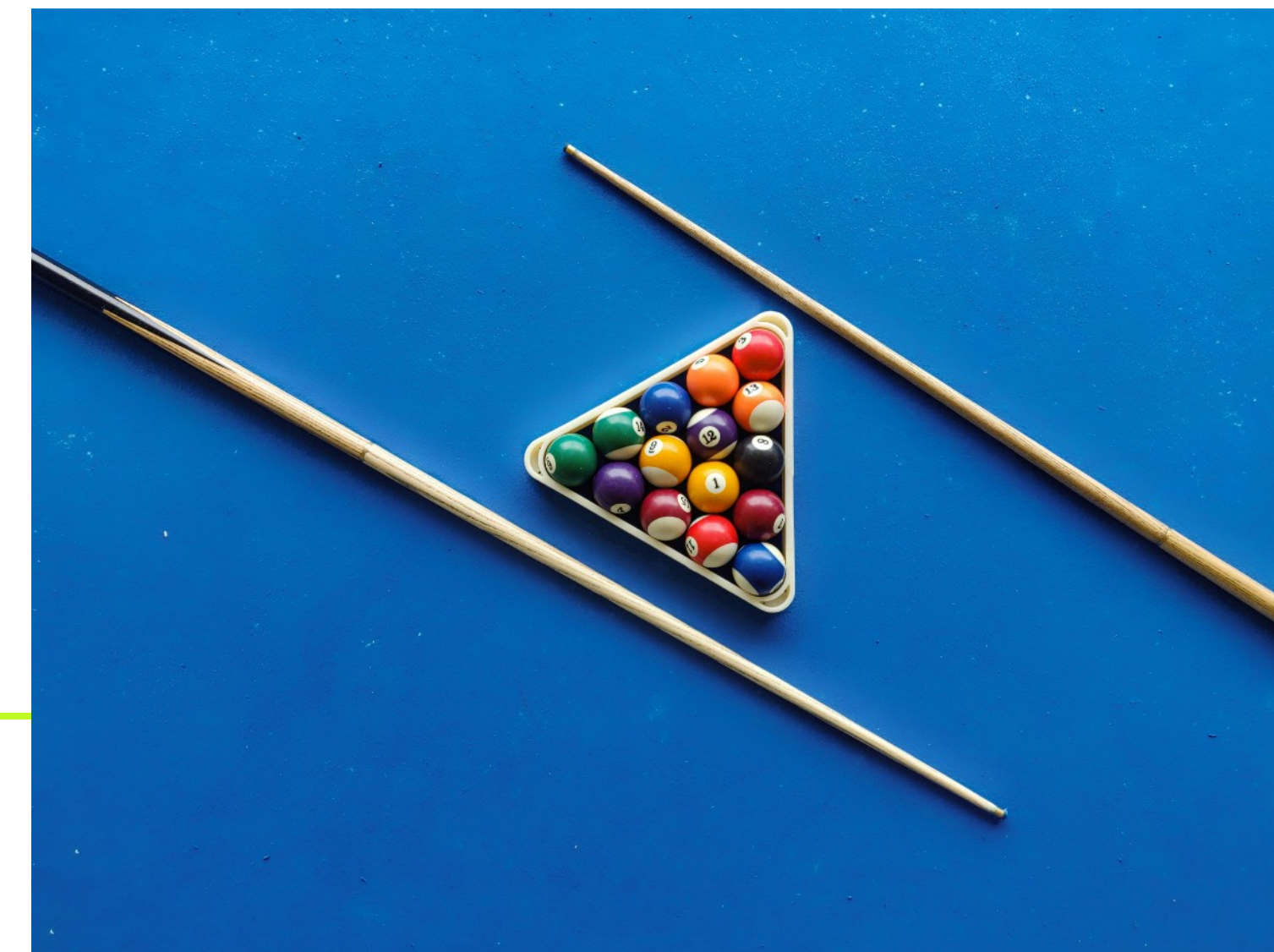
Organizing Your Thoughts

- How Do I Know When I've Said Enough, and When I Need to Say More?
 - *(When to be concise, and when to give more data?)*
 - Simple image to help (tool)
 - How to read signs from others?
 - Practice
 - Q & A
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- How do articles 'know' how much info you need?
- What is their style of delivering info to people with different needs?
- Simple formula: The triangle.
- *Headline (main point), vision/big picture in a few sentences, then details for those interested.*



- We can do the same!
- 1) give simple, clear answer or phrase summary.
- 2) give a couple sentences of 'big picture' details.
- 3) if asked, give more specific details.
- 4) pay attention to their CUES!



3V Exercise: CUES!



- **Verbal?**
 - *(interruption, Q)*
 - **Vocal?**
 - *(any sound like Hmm, mmm, Uhhh etc.)*
 - **Visual?**
 - *(eyebrow raise, mouth open, chin jut, hands etc.)*
 - Practice Q & A. 1 person asks a Q, the other uses TRIANGLE to start to answer. Pay attention to cues for more detail. Then switch.
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Now Go Practice!

- <https://www.linkedin.com/in/communicationcoach/>
- RPhillips@ncca.ca
- We have a newsletter, and are on X, Facebook, LinkedIn & YouTube.
- <https://ncca.ca/events/>
- THANK YOU!

