

# BEFORE YOU SPEAK

**T**

## IS IT TRUE?

Is this fact or is it really an opinion or feeling?  
Know & be clear before you speak.

**H**

## IS IT HELPFUL?

Does it help you, them or the situation?

**I**

## IS IT INSPIRING?

Also, does it IMPROVE on the silence?

**N**

## IS IT NECESSARY?

Would this be better left unsaid?

**K**

## IS IT KIND?

What is your motivation for communicating?



Did you know that the THINK acronym was created to help people be kinder on Social Media? Well, it applies to everyday communications too - whether we're talking to work colleagues, family, friends, children or our partner!

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**T H I N K**

**T** = Is it True?

**H** = Is it Helpful?

**I** = Is it Inspiring?

**N** = Is it Necessary?

**K** = Is it Kind?