

We've all heard it: leaders who just love to hear themselves talk...and talk and talk...never landing on a point or delivering a clear message. If you've ever been told you're an "over talker" or that people don't understand you, try a couple of these tips:

- Think about the "headline" of what you want to say – and say that first.
- Include a few specifics, but keep your points crisp – edit yourself.
- Pay attention to your listeners – respond to their interests.
- Target your message to your audience – it's not about you.
- Ditch the filler words – they keep your mouth moving but add no value.

To be an effective leader when communicating – remember, less is more.