



Happy Tuesday! Welcome back to Leadership Unscripted.

It's back-to-school season, and as many of you know, I also teach at the college level. Every semester, my students remind me of something I never want to forget: the power of communication and clarity.

Last semester, I asked my students to reflect on what they learned in my classes. Here's what a few of them said:

- *"Everything begins and ends with communication."*
- *"I found confidence in speaking up."*
- *"Feedback is a gift."*

Powerful, right? If college students can grasp these truths in one semester, how much more could we as leaders accomplish if we focused on clarifying our message—at work, at home, and in our communities?

Leadership Insight: The Art of Clarifying Your Message

As leaders, it's not just *what* we say that matters; it's *how* it lands with those listening. Different audiences need different approaches—and clarity is what ensures your message connects instead of gets lost.

Here are three simple strategies to clarify your message for any audience:

1. Know Your Audience

Are you speaking to executives, team members, students, or family? Adjust

your tone and level of detail accordingly. What's clear to you may not be clear to them.

2. Simplify the Core Message

Strip away the extra words. Ask yourself: *If they only remember one thing I said, what do I want it to be?* Lead with that.

3. Check for Understanding

Don't assume clarity—confirm it. Invite feedback, questions, or a quick recap from the listener. Communication is only successful when both sides truly understand.

Message Clarity Checklist

Before you send an email, lead a meeting, or deliver a presentation, ask yourself:

- ✓ Do I know my audience and what matters most to them?
- ✓ Can I summarize my main point in one sentence?
- ✓ Have I eliminated jargon or unnecessary complexity?
- ✓ Have I provided space for feedback, reflection, or questions?

Use this as a quick tool to make sure your message is landing with the impact you intend.

Action Step for the Week:

This week, pick one conversation, email, or meeting where you'll **intentionally** apply the checklist. Notice the difference in how your message is received.

What I'm Up To:

As classes start back up, I'm excited to meet a new group of students and continue to blend the lessons I teach in the classroom with the ones I share here with you. I am also working with clients both individually and in organizations to C.R.E.A.T.E. more leaders. I have had some phenomenal coaching sessions and workshops around speaking, EQ, and communication.

Moments That Matter



I took a day last week and hung out in Chicago with my daughter whose home from college. We went on a Food Tour in Chinatown and then visited the Color Factory.

Great time!

Final Thought:

Clarity is a leadership superpower. Whether you're leading a team, teaching students, raising children, or speaking to thousands, when your message is clear, your impact is multiplied.

So this week, ask yourself: Am I being clear—or just being heard?

Newsletter Archives:

Have you missed a newsletter? You can now find all past editions here:

 [View the Newsletter Archives](#)

With appreciation,

Paula R Jenkins

Founder, The Live By Example Speaker

"Everything Begins and Ends with Communication."



LFS Consulting LLC, PO Box 118, Lake Villa, IL 60046

[Unsubscribe](#) [Manage preferences](#)

Send free email today

HubSpot