How to increase your clarity

Squiggly Careers

Increasing clarity doesn't mean reducing complexity.

It means we are **better able to navigate uncertainty and ambiguity** without creating confusion.

"Most people think they lack motivation when they really lack clarity."

- James Clear, Atomic Habits

Where do you need to increase clarity in your day-to-day role?

Clarity of why you're here
– your purpose

Clarity of what you do
– objectives, roles/responsibilities

Clarity of how you get it done
– processes/systems

Coach yourself questions

What are your confusion creators? *(places / processes / people)*

When do you leave conversations confused?

Creating clarity techniques

1. Mirror – play back words, phrases, or statements that someone else has said more than once

2. Summarise – your version of the key / most important points.

3. Use clarifying questions

- *What is everyone's first action after this meeting?*
- *What's our most important priority next week?*
- *What help do we need to get there?*

4. Repeat – over-communicate key points you want people to remember e.g. *"There are 3 things I'm going to tell you"*, Then tell everyone the 3 things and then remind everyone what you've said.

5. Less is more when it comes to clarity – What's the 100-word version? What are the 3 bullet points?

Creating clarity tactics

1. Work with the why
Going back to your company mission, values or shared objectives is a useful filter for clarity.

2. Beginning, middle, end your meetings
At the start of your meeting state what the desired outcomes are. In the middle, check in on progress. At the end, summarise conclusions and next steps.

3. Practice presenting the full picture
If you see the whole, you have to make sure you really understand and make sense of it, to be able to communicate it to others.

4. Have a clarity co-pilot
Ask someone to give you regular feedback on how effectively you create clarity:

- *When do I create clarity?*
- *When do my actions create confusion?*

5. Use visuals or prototypes to create clarity
*"If a picture is worth a thousand words, then a prototype is worth a thousand meetings."* – IDEO

Recommended resources
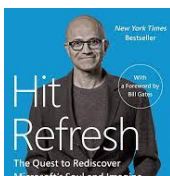
Hit Refresh: The Quest to Rediscover Microsoft's Soul
by Microsoft CEO Satya Nadella

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CLEAR THINKING
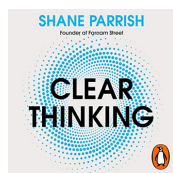
Clear Thinking: Turning Ordinary Moments into Extraordinary Results
by Shane Parrish

Episode 216
Questioning
How to ask better questions
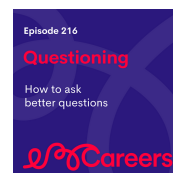
How to ask better questions
Helen and Sarah explore different techniques to get the insights you need Squiggly Careers #216