**CLARIFY**

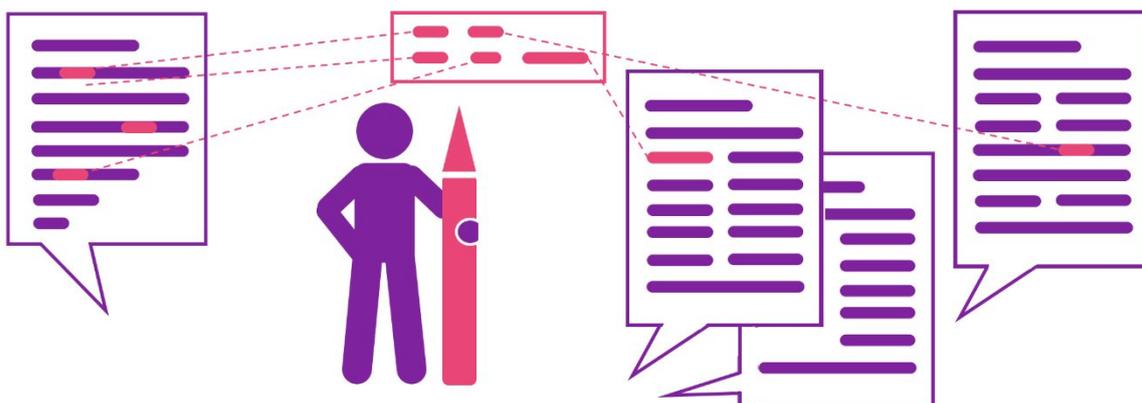
“
***The ability to simplify
means to eliminate the
unnecessary so that the
necessary may speak.***
”

- Hans Hofmann

SUMMARIZING

Summarizing is one of the behaviors that is part of the Clarify style of the Sphere of Influence 360°.

When summarizing you retell the most important issues of the story that's been told or recap what you have spoken about. You check whether you and your conversation partner mean or understand things in the same way. It also helps you to verify that everything has been discussed.



EXERCISE 1: MAIN IDEAS ONLY (WRITTEN TEXT)

In this exercise you will first practice identifying main ideas in written text.

STEP 1: Scroll through your inbox for a colleague's or customer's email. Choose one that is a bit longer than just a few sentences. Let's say two or three paragraphs.

- Read the email multiple times.
- Determine the most important points (what information is essential?)
- Mark these main issues and write them down below.

Main points in your colleague's or customer's email:

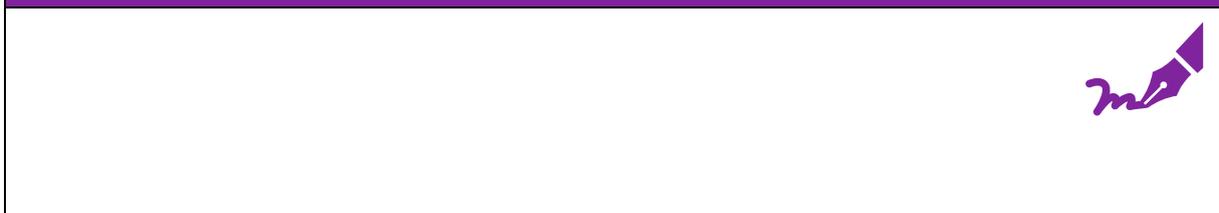


STEP 2: Look at the main points you wrote down in the box above.

- Are there things you maybe still can cross out?
- Do you see terms that could perhaps be grouped together?

STEP 3: Use the key words that are left to make logical sentences. Write your summary down in the box below.

Your summary:



Repeat this exercise until you notice that it's getting easier and easier to identify the essence of an email and summarize it.

EXERCISE 2: MAIN IDEAS ONLY (INTERACTIONS)

In this second exercise you will practice identifying main ideas while you are in a meeting or conversation.

STEP: Take a notebook with you to write down the input for your summary during the meeting. Just like you did with the first step in the previous exercise. You only have to write the main ideas down.

If you feel confident enough to recap what you've talked about with your conversation partners, you can go over to **EXERCISE 3**.

EXERCISE 3: SHARE YOUR SUMMARY

Before you verify with your conversation partners what is discussed it can be useful to let them know it is your intention to give a summary of what's been said. Below you find some sentences you can use to start your summary.



After you have given your summary it can't hurt to ask whether your conversation partners recognizes it. Maybe they have something to add or they see things differently. A great way to find out whether or not you're on the same page and everything is clear.

EVALUATION: How did your attempt to summarize worked out?



1



2



3



4



5

What did you learn? What insights did you gain?

What went successful? What would you do the same again?

What can you do to improve your performance?

What is your next step?