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**When You Take Too Long To Answer a Question - Sum Up Your Conversation**  
(Article posted on LinkedIn 3/9/18, by John B. Goldhamer)



Before a meeting, if you realize that you speak too long when answering a question, *give yourself a mental note to “Sum up Your Conversation,” when you shift in your seat.*

We all shift in our seats. By connecting the idea to *Sum up Your Conversation* to shifting in your seat, it *associates or connects an idea to a physical movement* so that you will remember.

Some *Actors and Actresses* use this process by connecting hand and body movements to their lines to when they perform.

Some *Speakers* use this process by connecting frequent motioning with their left hand and then their right hand to specific parts of their speech. This process works well to with a 30-Second or an Elevator Speech too.

*It is difficult to not say “We, Us, or Our” after leaving an organization.* A good way to remember not to use “We, Us, or Our” is to associate *lifting your right hand to represent the Company, Organization, or Name* and *lifting your left hand to represent the Client, Customer, or Patron.* *Modified Jazz Hands* (hands extended with palms up and fingers spread without movement) can be associated to remember Outcomes, Results, or Triumphs and to say “The result was...”

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