

LISTENING HABITS ASSESSMENT

Every conversation is an opportunity to improve your listening skills. Complete the self assessment below to set a base line for your listening skill development. Use the rating scale of "Never", "Sometimes", and "Always".

HOW ARE YOUR LISTENING HABITS?	NEVER	SOMETIMES	ALWAYS
I value communication and show respect for the person			
I assume primary responsibility for interaction			
I listen with an open mind			
I maintain (appropriate) eye contact with the other person			
I am aware of how my tone of voice may affect others			
I avoid interrupting the other person			
I ask for clarification			
I confirm my understanding			
When I am asked a question that is not clear, I ask the person to explain what they mean			
I help others understand me by saying what I think, feel and believe			
In conversation I let the other person finish talking before reacting to what they say			
I find myself easily distracted and not paying attention while in conversation with others			
I try to listen for meaning when someone is talking			
In conversations I can tell the difference between what a person is saying and what they may be feeling			
While speaking I am aware of how others are reacting to what I am saying			

HOW ARE YOUR LISTENING HABITS?	NEVER	SOMETIMES	ALWAYS
I show interest by nodding or making brief comments			
I hold my emotions in check while listening			
I check my understanding with the speaker before expressing an opposite opinion			
I develop mental arguments against the points the speaker makes			
I interrupt the speaker when I feel it is urgent to share			

With this self assessment you now have a clear understanding of ways you can improve your listening skills. Select a few areas to reduce (i.e. interrupt speaker) and areas you can improve (i.e. listen with an open mind) and begin to mindfully work on improving your listening skills. This purposeful work will directly help you to communicate to connect with the people in your life.

I am going to work on improving my listening skills by:
