Checklist For Active Listening

_____ Do you maintain eye contact?

_____ Do you try to paraphrase what has been said before you respond?

_____ Do you ask questions at the end of the speaker’s statement in order to completely understand what has been said?

_____ Do you make an effort to understand the speaker’s point of view?

_____ Do you give speakers the opportunity to finish what they are saying before you speak?

_____ Do you consciously watch the speaker’s body language for additional clues as to how the speaker feels about the topic under discussion?

_____ Do you maintain eye contact with the speaker at least 90% of the time?

_____ Does your facial expression, posture, and body language indicate your interest in what the speaker is saying?

_____ Do you resist the temptation to verbally or mentally finish what you think the speaker is going to say?

_____ Do you put aside preconceived opinions about the speaker’s viewpoint and really listen with an open mind?

_____ Do you periodically assess your listening skills by reflecting on your listening strengths and weaknesses?

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