

## How Well do I Listen?

### Self Assessment

A certified health coach actively listens in order to respond effectively! How well do you listen now?

#### Instructions:

1. Place a checkmark beside the statements that best describe how you listen.
2. Ask a trusted family member, close friend or colleague to also complete the assessment based on their perception of your listening skills.
3. Compare the results of both/all assessments.

Generally in a one-on-one conversation, I...

- notice the feeling behind the words.
- Interrupt to make a point.
- tend to daydream while the other person is talking.
- do most of the talking.
- am easily distracted by environmental noise.
- fidget if disinterested in the topic.
- notice the speaker's body language.
- typically summarize main points at the end of the conversation.
- am non-judgmental and open-minded.
- tend to multi-task.
- remain calm and controlled with uncomfortable subject matter.
- seek clarification before responding if needed.
- have no problem staying focused on the conversation or subject matter

#### Evaluation:

1. Note the items you checked.
2. Compare your assessment to those completed by others
3. Develop a plan to improve your active listening skills. Include detailed examples such as, I will consciously not multi-task when I'm on the phone.
4. Follow up with those assessed your listening in two weeks to see if they have noticed a change in your skill. Active listening is NOT easy! It's takes practice!