

Listening Self-Reflection

Do you...	Almost Always	Usually	Seldom	Never
1. Stop what you're doing and give full attention				
2. Let person finish what he/she is saying before speaking				
3. Listen carefully even though you think you know what he/she is going to say				
4. Give appropriate head nods and non-verbals				
5. If person hesitates, encourage him/her rather than starting reply				
6. Listen non-judgmentally				
7. Withhold judgment about the person's ideas until he/she finishes				
8. Give options rather than solutions				
9. Question the person to clarify				
10. Restate/paraphrase what is said and ask if you got it right				

