

# 👤 SELF-ASSESSMENT

## Am I A Good Listener?

Take a quick inventory of your “active listening” skills. Afterwards, ask three trusted individuals to evaluate you. They can be part of your immediate family, your co-workers, peers, superiors, or someone who knows you well and will give you honest feedback. Compare your perception to theirs.

**Instructions:** Place a checkmark in the box for each statement that best describes how you listen.

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

- often look away from the speaker.
- frequently interrupt to interject a thought.
- finish the speaker's sentences.
- usually talk more than I remain silent.
- am easily distracted by my surroundings.
- don't recap the main ideas before closing.
- may or may not notice the speaker's body language.
- am uncomfortable when the speaker gets emotional.
- have trouble staying focused if the subject is not appealing to me.
- multi-task.
- react quickly to a subject of which I am sensitive.
- don't ask for clarification.
- am not as attentive when I have no interest in the subject matter.

### Evaluation:

1. Note the items you checked.
2. Compare your responses with those of your evaluator(s).
3. Make a plan to improve these skills.
4. Include specific examples. (Example: I will stop multi-tasking and look directly at the speaker during conversation)
5. Follow up with your evaluator(s) in two weeks to determine if they have noticed a change in how you listen.

