

# Active Listening

Use this checklist during or after a conversation to evaluate how well you practiced active listening. Place a checkmark next to each action you successfully completed.

## ***Before the Conversation***

- ☐ Set an intention to listen (*I reminded myself to focus on listening instead of thinking about my response.*)
- ☐ Clear distractions (*I put away my phone, turned off distractions, and gave the person my full attention.*)

## ***During The Conversation***

- ☐ Made eye contact (*I maintained eye contact to show I was fully engaged in the conversation.*)
- ☐ Used open body language (*I faced the speaker and used body language, nodding & leaning in, to show interest.*)
- ☐ Listened without interrupting (*I let the other person finish their thoughts without cutting them off.*)
- ☐ Asked clarifying questions (*I asked questions like, "Can you tell me more about that?," to better understand.*)
- ☐ Paraphrased or reflected back (*I summarized what the speaker said in my own words to confirm I understood.*)
- ☐ Showed empathy (*I acknowledged their emotions; "That sounds frustrating" or "I can see why you'd feel that way".*)
- ☐ Avoided jumping to conclusions (*I listened with an open mind and didn't assume anything before they finished.*)
- ☐ Gave verbal or non-verbal cues (*I used small responses (e.g., "I see," or nodding) to show I was paying attention.*)

## ***After The Conversation***

- ☐ Reflected on the conversation (*I took a moment to think about what I learned and how I can support the other person.*)
- ☐ Asked if they felt heard (*I asked the speaker if they felt understood or needed to clarify anything further.*)

## ***Reflection***

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