

Are You an Active Listener?

People who listen actively tend to get the most out of their discussions and tend to have better relationships overall. Use this self-assessment to determine how actively you listen.

Circle the number in the column that best describes your listening habits.

| While someone is talking I: | Usually | Sometimes | Rarely |
|--|---------|-----------|--------|
| Plan what I'll say in response | 1 | 3 | 5 |
| Keep eye contact with the speaker | 5 | 3 | 1 |
| Take appropriate notes | 5 | 3 | 1 |
| Listen for the feelings, not just the words | 5 | 3 | 1 |
| Find myself thinking about other things | 1 | 3 | 5 |
| Face the person talking to me | 5 | 3 | 1 |
| Watch for expressive body language | 5 | 3 | 1 |
| Interrupt so as to not lose my own thoughts | 1 | 3 | 5 |
| Am distracted by other demands on my time | 1 | 3 | 5 |
| Listen to the message without immediately judging it | 5 | 3 | 1 |
| Ask open questions to get more information | 5 | 3 | 1 |
| Repeat in my own words what I've heard to ensure understanding | 5 | 3 | 1 |
| Total of circled numbers: | _____ | _____ | _____ |
| Grand total: | _____ | | |

Scoring:

- 44-60 = You are an active listener.
- 28-43 = You are a good listener with room for improvement.
- 12-27 = You need to focus on improving your active listening skills.

