Listening Awareness Inventory

Answer these questions about yourself and be ruthlessly honest. Consider asking your spouse, a friend, coworker, and/or subordinate to complete this form on your listening skills. Accept their feedback without becoming defensive and you could become a stronger listener.

<table>
<thead>
<tr>
<th>Almost Always</th>
<th>Usually</th>
<th>Seldom</th>
<th>Never</th>
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1. Are you a patient listener? Do you let people finish what they're trying to say before you speak? Do you avoid interrupting, jumping to conclusions, and finishing other people’s sentences?  
   4 3 2 1

2. Do you reserve judgment until you have all the information?  
   4 3 2 1

3. Do you respect other opinions even if you disagree?  
   4 3 2 1

4. Are you careful to judge the message rather than the speaker?  
   4 3 2 1

5. Can you listen nonjudgmentally even if you do not like or agree with the person who's talking?  
   4 3 2 1

6. Do you stop what you're doing, ignore most distractions, and give your full attention when listening?  
   4 3 2 1
7. Do you give the speaker appropriate eye contact, head nods, and others non-verbals to indicate that you’re listening, such as taking notes during meetings? 4 3 2 1

8. Do you question the person to clarify his/her ideas more fully? 4 3 2 1

9. Do you paraphrase what's said and ask if you got it right? 4 3 2 1

10. Do you show concern by acknowledging the speaker’s feelings? 4 3 2 1

Add up your score.

**Total Score:**

36-40 Outstanding; truly attentive, and trying to be an active listener.

30-35 Very good; with some effort, you could become a strong listener. You probably need to put more effort into attention and nonjudgmental evaluation.

26-29 Need work. Identify your lowest self-ratings and ask why you see yourself that way. What would the pay off be if you could improve?

25 or Below Yikes! What would you gain if you could answer each question more positively?