

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.

	Almost Always	Usually	Seldom	Never
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?

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