

Listening: Self-reflection checklist



	√ or x
I don't interrupt or talk over others when they are speaking.	
I focus my attention totally on what the other person is saying.	
I summarise to clarify understanding.	
I try to understand what others are trying to tell me.	
I encourage others to elaborate when they are speaking.	
I do not compare myself to the person as they are talking to me.	
I avoid mindreading when listening to someone.	
I provide constructive feedback.	
I am genuinely interested in others when they speak.	
I avoid 'trumping' the other person's story with a 'better' one of my own.	

Notes: