

**LISTENING SUMMARY CHECKLIST**

**YES NO**

**\_\_\_ \_\_\_** 1. Are you waiting impatiently for the other person to shut up so that you can talk?

**\_\_\_ \_\_\_** 2. Are you in such a hurry to offer a solution that you don’t wait to hear the problem?

**\_\_\_ \_\_\_** 3. Are you listening only for what you like to hear?

\_\_\_ \_\_\_ 4. Do your prejudices interfere with your listening?

**\_\_\_ \_\_\_** 5. Do your thoughts take side excursions while the other person is talking?

**\_\_\_ \_\_\_** 6. Are you memorizing more details instead of getting the main points?

**\_\_\_ \_\_\_** 7. Do you just pretend to listen?

**\_\_\_ \_\_\_** 8. Do you put yourself in the speakers’ place to understand what makes him say that?

\_\_\_ \_\_\_ 9. Do you ask so many questions that you are driving the conversation?

**\_\_\_ \_\_\_** 10. Are you hearing the content only, and not the feelings and meaning?

***“Even though we may feel that we are listening very hard, what we are usually doing is listening selectively, with a present agenda in mind, wondering as we listen how we can achieve certain desired results and get the conversation over with as quickly as possible, or redirect it in ways more satisfactory to us.”***

 ***--M. Scott Peck, The Road Less Traveled***