

## A Checklist to Help You Listen Like a Pro

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### *How to Signal that You Are Interested and Actively Listening*

Listening.

It's a term that, for some of us, goes in one ear and out the other.

But **have you ever really sat down and thought about how well you listen to others?**

Probably not because, quite frankly, it's not really something people think about. People assume that, yes, they are listening to clients and colleagues - and listening well.

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Unfortunately, many people just aren't attentive listeners. And, if you're not a good listener you may see many of your personal and professional relationships dissolve over time.

**People *want* to feel appreciated. They *want* to feel that the person they're talking to is interested in what they have to say.** And, guess what? As a listener, YOU can show them!

Here is a **checklist of signals** that you can use to **show that you're interested and actively listening**.

1. **Take initiative and be the first person to say hello. This will immediately show your interest in the other person.**
2. **Don't interrupt - ever. Wait until the person is finished talking to begin speaking.**
3. **If you're having a face-to-face conversation, show empathy and understanding by nodding your head. You can even involve your whole body in engaging the person you're talking with.**
4. **Ask questions that demonstrate your interest in the other person's opinion.**
5. **Laugh at their jokes.**
6. **ALWAYS remember their name. You can do this by trying to attach a person's name to their face, then repeating the name seconds later to ensure you remember it.**

Being a good listener doesn't come naturally to a lot of people. Think about how you listen to others by running through this checklist during your next conversation.

With a few adjustments you'll be **listening like a pro** in no time!

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