

### Active Listening Checklist (Steps 1 and 2)

Name \_\_\_\_\_

Use this checklist to guide your active listening. Remember: Active listening means excellent listening. Excellent listening results in remembering, and giving the best feedback you can give to your peer coaching partners.

1. Give the speaker your undivided attention.
  - ⇒ Position your body toward the speaker and look directly at him/her.
  - ⇒ Hands at your side, on the desk, ready to take notes.
2. Keep the Writer/Reader goals and issues out where you can see them as reminders for what to listen for.
  1. Keep note pad handy.
  2. When any feedback comes to mind, write it down immediately.
  3. No talking – talking and listening at the same time is impossible!
  4. Nod when you hear something you like or agree with, but **do not** shake your head when you don't.
  8. Pay attention to the speaker's body language – what *isn't* said often speaks louder than what is said.
  5. *Do not* give thoughts or distractions any more than 30 seconds – think immediately about the Writer/Reader's goals and issues to bring yourself back to active listening.
  6. Make small mental summaries of what is read to lock it into memory.
  7. Visualize what the speaker is talking about.
  8. Do not interrupt the speaker with questions, feedback, or comments – wait until s/he is through reading.

Write down one or two goals, or areas you would like to improve on, for active listening:

\_1 \_\_\_\_\_

\_2 \_\_\_\_\_

\_3 \_\_\_\_\_