

How Great Are Your Listening Skills? When you listen actively you tend to get the most out of your discussions and are a better communicator overall. Use this self-assessment to think about how actively you listen and to identify areas for improvement.

ACTIVE LISTENING SELF-ASSESSMENT – Harvard Manage Mentor. *Print this page and follow the Instructions: Review the assessment and check the box next to the number in the column that best describes your listening skills or habits.*

While someone is talking, I:	Usually	Sometimes	Rarely
Plan how I'm going to respond.	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5
Keep eye contact with the speaker.	<input type="checkbox"/> 5	<input type="checkbox"/> 3	<input type="checkbox"/> 1
Take notes as appropriate.	<input type="checkbox"/> 5	<input type="checkbox"/> 3	<input type="checkbox"/> 1
Notice the feeling behind the words.	<input type="checkbox"/> 5	<input type="checkbox"/> 3	<input type="checkbox"/> 1
Find myself thinking about other things while the person is talking.	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5
Face the person who is talking.	<input type="checkbox"/> 5	<input type="checkbox"/> 3	<input type="checkbox"/> 1
Watch for significant body language (expressions, gestures).	<input type="checkbox"/> 5	<input type="checkbox"/> 3	<input type="checkbox"/> 1
Control fidgeting or other distracting habits.	<input type="checkbox"/> 5	<input type="checkbox"/> 3	<input type="checkbox"/> 1
Interrupt the speaker to make a point.	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5
Am distracted by other demands on my time.	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5
Listen to the message without immediately judging or evaluating it.	<input type="checkbox"/> 5	<input type="checkbox"/> 3	<input type="checkbox"/> 1
Ask questions to get more information and encourage the speaker to continue.	<input type="checkbox"/> 5	<input type="checkbox"/> 3	<input type="checkbox"/> 1
Repeat in my own words what I've just heard to ensure understanding.	<input type="checkbox"/> 5	<input type="checkbox"/> 3	<input type="checkbox"/> 1
Totals for each column: <input type="text"/> + <input type="text"/> + <input type="text"/> Grand Total = <input type="text"/>			
Scoring: 49–65 = You are an active listener. 31–48 = You are a good listener with room for improvement. 13–30 = You need to focus on improving your listening skills.			

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If your score is between **13 and 48**, you may want to think about developing a plan for strengthening your active listening skills. You may want to take some time to write down your ideas for self-improvement or if you don't know where to start [schedule a 30 minute complimentary session](#):

I am here to help you hone your active listening skills as there are several listening techniques, and exercises you can do to perfect your skills!