

7-Day Listening Journal

For seven days, write in a journal about your listening skills. Each day, describe one interaction that you had and discuss your ability to actively listen to others. Explain how well you did at each of the following active listening skills:

- Paying attention: giving undivided attention to others
- Holding judgment: making it safe for others to speak candidly
- Reflecting: paraphrasing to ensure that you understand the comments of others
- Clarifying: attempting to understand how others are connecting ideas, forming meaning, and making conclusions
- Summarizing: identifying the broad issues and key themes that others are discussing
- Sharing: expressing your viewpoints

For each of these interactions, describe the nonverbal behavior of others and the nonverbal behavior you exhibited to show your interest in others.

At the end of the listening journal (after seven entries), provide a summary of lessons learned and three specific goals for improving your active listening in the future.