



LEAD to Succeed Listening Habits Assessment

Section 6: 1.15

This activity will help you assess your listening skills. Please answer all the questions.

Remember, there are no right or wrong answers! The result of this self-assessment is to reflect on your listening habits and how you can improve.

When answering each question, it is best for you to reflect on how you interact with a co-worker or supervisor in a one-on-one conversation. Keep that person in mind as you answer each question.

Type the score for each question into the corresponding fillable box. Doing so will calculate your final score.

Questions 1,3,5,6,7,8 (highlighted in blue) are scored by the following key: **Usually = 3** **Sometimes = 2** **Seldom = 1**

Questions 2,4,9,10 (highlighted in green) are scored by the following key: **Usually = 1** **Sometimes = 2** **Seldom = 3**

Question	Usually	Sometimes	Seldom
1. I maintain eye contact when having a conversation with a coworker or supervisor.			
2. I determine whether or not my coworker or supervisor's ideas are worthwhile solely based on their appearance and delivery.			
3. I try to understand the message from the other person's point of view.			
4. I listen for specific facts rather than for the big picture.			
5. I listen for factual content and the emotion behind the literal words.			
6. I ask questions for clarification and understanding.			
7. I withhold judgment on what someone is saying until they are finished talking.			
8. I make a conscious effort to evaluate the logic and consistency of what is being said.			
9. While listening, I think about what I am going to say as soon as I have my chance.			
10. I try to have the last word.			
Column Totals			

	Final Score	
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