

## How can we become better listeners?

- Don't assume
- eye contact, open body language, smiling and giving appropriate feedback
- stop multitasking while listening to coworkers!
- Talk less. Ask for input. Allow think time.
- Paraphrase and check for understanding.
- Listen with eyes and heart
- take time after initial conversation has ended to rethink and contribute
- Listen for what is not being said aloud.
- I have a tough time staying in the moment and not letting my mind go to what needs to be done next. This is a goal of mine.
- Seek to better understand
- Slowing down thinking about connections to other ideas, wait to process and respond  
take time to really REALLY listen to what is being said.
- Listen for understanding and ask good questions. not think of what my response is, but understand the issue, statement, etc.
- Meet people where they are
- Don't interrupt or finish other people's sentences for them.
- Don't ask someone to repeat themselves too much, gives the idea that you're not really listening
- Allow meetings to be multi-directional, not top down.
- Listening to others without interrupting to share my thoughts
- Repeat or rephrase to check that you understand their meaning
- Yes rephrase "this is what i heard" it's amazing how often those aren't the same thing
- Yes, asking to rephrase is helpful, good point
- Empathy
- Yes, And...love that