

Listening Habits Self Assessment

Instructions: Answer each question and then add up your total points

Critical Listening: Do you sometimes...?	Yes (1 point)	No (0 points)
1. Interrupt others during a conversation?		
2. Rush people who come to give information or ask for advice?		
3. Think ahead when others are talking?		
4. Finish peoples' sentences for them?		
5. Do more than one thing when listening to others? (E.g., sign papers, watch TV, check e-mail, etc.)		
6. Start thinking about your response before someone has finished talking?		
7. Fake attention when listening to others?		
8. Prepare for a client meeting by spending most of your time crafting what you're going to say, as opposed to thinking about what they may say and formulating questions?		
9. Forget the names of people you've just met?		
10. Look at your watch or cell phone when others are talking?		
Total Points		

How did you score? 7-10 points: You really need to work on your listening skills; 4-6: There's room for improvement; 0-3 points: You're a listening superstar