

POWER TOOLS FOR POWER QUESTIONS

How Well Do You Listen?

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 formulating questions and thinking about what they might say?		
9. Forget the names of people you've just met?		
10. Look at your watch when others are talking?		
Total points		

7-10 points: You need to work on your listening skills

4-6 points: You're a decent listener, but could improve

0-3 points: Tell us your secret