**Active Listening Self-Assessment**

**Instructions:** Read each item and then check the box indicating how frequently you actually use this skill when talking with others. Remember, this is a self-assessment, so be honest!

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Listening Skills** | **Usually Do** | **Should Do More Often** |
| 1 | I make others feel at ease when I am talking with them. | 1 |  |
| 2 | I try not to think about other things when listening to others. |  | 1 |
| 3 | When I listen, I can separate my own ideas and thoughts from the speaker’s. |  | 1 |
| 4 | I can listen to others with whom I disagree. | 1 |  |
| 5 | I try not to form a rebuttal in my head while others are talking. | 1 |  |
| 6 | I observe others’ verbal and nonverbal behaviors. | 1 |  |
| 7 | I let others finish speaking before I begin talking. |  | 1 |
| 8 | I listen to what others say rather than assume that I know what they are going to say. | 1 |  |
| 9 | As I listen, I figure out how others are feeling. | 1 |  |
| 10 | I ask others to clarify or repeat information when I am unsure what was meant. | 1 |  |
| 11 | I can remember the important details of what others tell me. | 1 |  |
| 12 | I paraphrase (by stating in my own words) main points to make sure that I understand them correctly. | 1 |  |
| 13 | If I find I’m losing track of what others are saying, I concentrate harder. | 1 |  |