

Eight habits which differentiate non-effective and effective listening

THE NON-EFFECTIVE LISTENER	THE EFFECTIVE LISTENER	STRATEGIES
subject is dry - doesn't apply to me	pays attention - asks what's in it for me?	Find areas of interest
judges the delivery - gets hung up on errors	judges the content - skips over the errors	Judge the content, not the delivery
tends to enter into arguments quickly and make judgements before comprehension	doesn't judge until their comprehension is complete	Hold your fire - don't judge too soon
listens for facts	listens for central ideas	Listen for ideas and recognize patterns of organization.
uses one type of note-taking and takes excessive notes	has several note-taking systems and writes down only the important information	Use different kinds of organization - be flexible more notes - less value
passive - shows no energy output - acts bored	active - stays involved with the speaker	Work at active listening
distracts easily	fights distractions - knows how to concentrate	Resist distractions
does not exercise their mind - seeks easy, recreational reading material	exercises their mind with more difficult material and is familiar with harder subjects	Exercise