

Listening Accurately Worksheet

#1: Step In Their Shoes

Select someone that you would like to work on your relationship with. When you talk, try your best to take their point of view. For instance, try picturing that you are them, going about their day. Does your capacity to feel empathy change by taking their perspective?



#2: Fact-Check Your Interpretations

Reflect on the dialogues you and that person have had. Make a conscious effort to fact-check your interpretations and assumptions regarding what they said.



#3: Give Your Full Attention

During a conversation, start by giving your full attention to the other person. Before you move on to other things, consider what might occur if you asked: "I would like to clarify that I've understood you correctly. May I?" Almost every time, you'll get a positive response.



#4: Clarify What They've Said

Make an effort to clarify what you think you have heard – identify and reflect their emotions. If you are unsure whether you've understood correctly, just ask.



#5: Clarify What You've Said

During conversations, you might try asking the speaker if they could share what they've heard from you. How would you clear up any misunderstandings if they arose?

