

Ten Steps to More Effective Listening

Listening is rarely if ever taught in schools because educators (along with almost everyone else) assume listening is automatic – it's like breathing. But effective listening is a skill, which like any other skill is achieved through learning and practice.

1. Listen to learn
2. Face the speaker and maintain eye contact and be attentive.
3. Truly listen to the speaker's words and try to picture what is said.
4. Keep an open mind.
5. Don't interrupt.
6. Wait for the speaker to pause to ask clarifying questions.
7. Ask questions only to ensure understanding
8. Try to walk in the speakers shoes and feel what the speaker is feeling.
9. Give the speaker regular feedback by showing your interest.
10. Work on learning to be a better Listener.

Listening requires the temporary suspension of all unrelated thoughts. In order to become an effective listener, you have to learn to manage what goes on in your own mind. You must in fact learn to listen, so you can listen and learn

Compliments Of:

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