

Week 6

Practice Active Listening

2/9/26

Why it Matters:

Leaders cannot fully understand what is happening on their team if they are only partially present. Active listening builds trust, clarity, and stronger decision making.

This Week's 1% Better Practice:

Choose one conversation or meeting this week to be fully present. Close the laptop. Silence the phone.

Applying It:

Notice Your Listening Habits:

When someone is speaking, I often (check all that apply):

- Plan my response
- Multitask
- Interrupt
- Jump to solutions
- Stay fully present
- Other: _____

What Pulls Your Attention Away? The things most likely to distract me during conversations are: _____

What Might You Be Missing? When I am distracted or half listening, I may be missing: _____

What Changes With Full Presence? When I give someone my full attention, I notice: _____

Who Deserves More of Your Attention? One conversation or meeting I am anticipating this week that I am committing to intentionally practice Active Listening: _____

Reminder to Myself:

What do I want to remember about being fully present when others are speaking? _____

