

exercises to recalibrate your ability

from THE LOST ART OF LISTENING by Nichols



ASK SOMEONE TO LET YOU PRACTICE YOUR LISTENING SKILLS

LET THE PERSON TALK, THEN SUMMARIZE WHAT THE **PERSON SAID -DON'T JUST REPEAT WHAT** WAS SAID, ARTICULATE **WHAT YOU THINK** THE PERSON **WAS TRYING TO EXPRESS**. **TAKE NOTES** HERE

IF YOU HAVE TROUBLE GRASPING **WHAT THE OTHER** PERSON SAID, TRY **TO FIGURE OUT WHAT IS GETTING IN** YOUR WAY.

BORED?

DAYDREAMING? THINKING OF SOMETHING ELSE? CONCENTRATE ON A DETAIL? FORMING YOUR OWN RESPONSE? BEING CRITICAL OF SOMETHING? FOR EACH OF THE FOLLOWING STATEMENTS, CHECK THE RESPONSE YOU ARE LIKELY TO MAKE- NOT WHAT YOU SHOULD SAY, BUT WHAT YOU TYPICALLY WOULD SAY

"I'VE HAD A TERRIBLE HEADACHE ALL AFTERNOON"

"I CAN'T DECIDE WHAT TO WEAR"

1) MAYBE YOU SHOULD TAKE SOME ASPIRIN

1) WHY DON'T YOU WEAR -

2) NOBODY IS GOING TO CARE WHAT

2) MAYBE YOU SHOULDN'T DRINK SO MUCH COFFEE

YOUWEAR





3) I KNOW, IT'S TOUGH TO DECIDE.



4) GEE, THAT'S A SHAME. WHEN DID IT START?

4) I KNOW THE FEELING. WHAT WERE YOU THINKING?

5) I'VE HAD A HEADACHE, TOO. MAYBE IT HAS 5) I KNOW WHAT YOU MEAN. I CAN'T DECIDE SOMETHING TO DO WITH A CHANGE IN ATMOSPHERIC WHAT TO WEAR SOMETIMES EITHER PRESSURE

"I HARDLY SLEPT AT ALL LAST NIGHT"

1) MAYBE YOU NEED TO GET MORE EXERCISE.

2) YOU FALL ASLEEP EVERY NIGHT IN FRONT OF THE TV: NO WONDER YOU HAVE TROUBLE SLEEPING.

3) THAT'S TOO BAD.

4) THAT'S TOO BAD: ANY IDEA WHY?

5) I DIDN'T GET MUCH SLEEP MYSELF LAST NIGHT.



"I HATE STAFF MEETINGS"





OR DO YOU TRY TO PRATICIPATE?

2) IT'S A PART OF YOUR JOB, ISN'T IT?

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3) THAT'S NOT FAIR

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4)HOW LONG HAS THIS BEEN GOING ON?



5)I KNOW WHAT YOU MEAN. I AM ALWAYS THE FIRST PERSON AT WORK AND THE LAST TO LEAVE.

"I DO TWICE AS MUCH WORK AS EVERYONE ELSE, BUT I DON'T GET ANY RECOGNITION FOR IT"

1) MAYBE YOU SHOULD DO A LITTLE LESS.

2) IT'S YOUR OWN FAULT. YOU'RE ALWAYS **DOING THINGS FOR OTHER PEOPLE.**





3) THAT'S NOT FAIR

4) HOW LONG HAS THAT BEEN GOING ON?



5) I KNOW WHAT YOU MEAN. I'M ALWAYS THE FIRST PERSON AT WORK AND THE LAST TO LEAVE.



"I HARDLY MADE ANY PROGRESS ON THAT PROJECT TODAY. EVERY TIME I'D START TO WORK ON IT, **SOMETHING WOULD COME UP AND I'D GET**

SIDETRACKED

1) WHY DON'T YOU TRY SHUTTING YOUR OFFICE DOOR AND TURNING OFF YOU PHONE?

2) YOU'LL NEVER GET IT DONE IF YOU KEEP LETTING YOURSELF **GET INTERRUPTED**

3) THAT'S TOO BAD

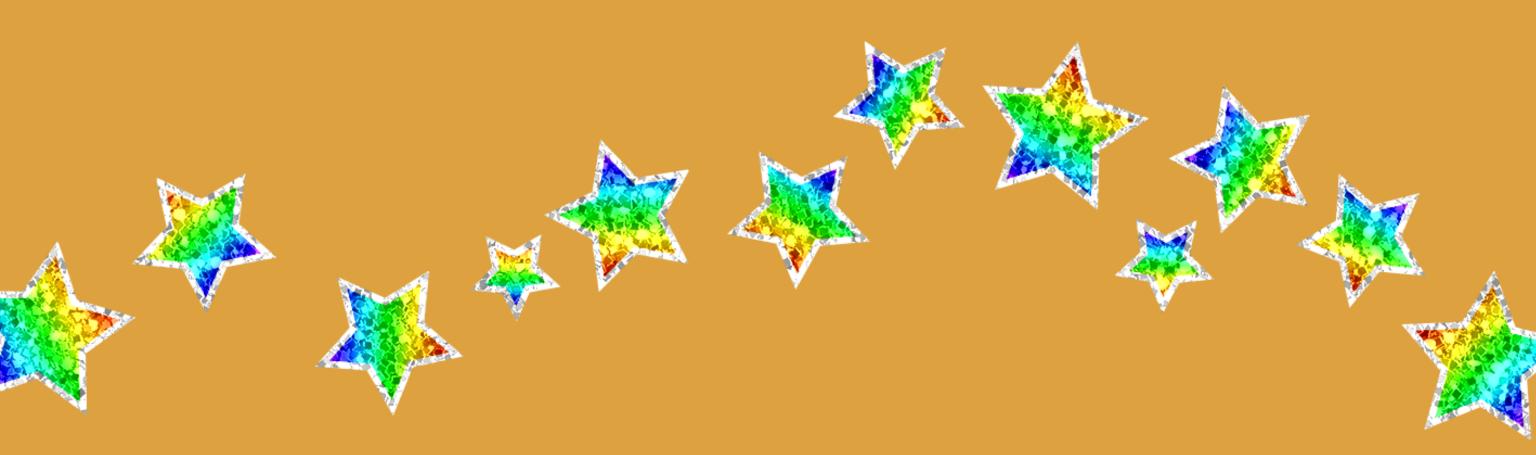
4) YOU KEPT GETTING SIDETRACKED?



5) I'M GETTING LIKE THAT MYSELF LATELY. WHENVER I HAVE SOMETHING IMPORTANT TO DO, I SEEM TO FIND SO MANY OTHER THINGS TO DO

IN EACH OF THESE EXAMPLES CHOICE **1IS ADVICE**, **2 IS CRITICISM**, **3 IS AN EMPATHIC COMMENT THAT CLOSES OFF CONVERSATION**, **4 IS AN EMPATHIC COMMENT THAT** OPENS UP CONVERSATION, AND

5 IS TALKING ABOUT YOURSELF.



IS THERE A PATTERN TO THE RESPONSES YOU TYPICALLY MAKE? WHY?

PRACTICE MAKING EMPATHIC COMMENTS THAT INVITE PEOPLE TO ELABORATE OR GO DEEPER WITH THAT THEY ARE SAYING

THE LOST ART OF LISTENING BY NICHOLS

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