

# Active Listening Techniques

by Nixaly Leonardo

---

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

<sup>01</sup> **Run the 10-second listening rule**

After someone finishes, wait ten seconds before responding. Use the pause to check emotion, not to draft rebuttals.

MON TUE WED THU FRI SAT SUN

<sup>02</sup> **Use one reflection before one question**

In your next three important conversations, mirror what you heard before asking for details.

MON TUE WED THU FRI SAT SUN

<sup>03</sup> **Replace advice with a clarifying question**

When you feel the urge to fix, ask: 'What is the hardest part of this for you right now?'

MON TUE WED THU FRI SAT SUN

<sup>04</sup> **Practice phone-down listening blocks**

For one week, do one daily conversation with no phone visible and no multitasking.

MON TUE WED THU FRI SAT SUN

<sup>05</sup> **Close with a co-owned next step**

End hard conversations by asking: 'What is one action you want to take next, and how can I support?'