

How to Be a Better Listener: 10 Tips

Being a good listener is absolutely essential to being an effective leader.

When you really listen, you:

- Remember names and facts correctly.
- Hear "between the lines."
- Show respect.
- Learn more about what's going on within your workplace.

Here are 10 tips on how to be a better listener:

1. Look at the person who's speaking to you. Maintain eye contact.
2. Watch for non-verbal clues, body language, gestures and facial expressions.
3. Eliminate all distractions. Don't multi-task.
4. Ask questions that let the other person know you have heard them, and that you want to learn more.
5. Don't interrupt.
6. Don't finish the other person's sentences.
7. Avoid using words, such as "no," "but," and "however," when you respond.
8. Don't prejudge.
9. Display a friendly, open attitude and body language.
10. Ask questions to clarify what you heard.