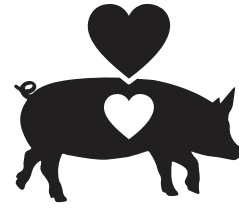


# Active Listening

There is often a big difference between what people say and what people hear. The only way to be sure that there is no confusion is through Active Listening. Below are 5 skills to work on to become a better listener. The better you become at listening the better you will become at noticing if people are really listening to what you are saying. Use this sheet to track your listening strengths and weaknesses. Jot down some tips, tricks and reminders on how you can become better at each step. Still having trouble, contemplate getting a Coach.



**WHAT'S YOUR  
BACON?**  
**MASTER HAPPINESS**

**B - Be Attentive** - Learn to stay focused and absorb the information.

**A - Ask Questions** - Clarify what you have heard and ask them to expand upon their information.

**C - Concentrate** - Ponder the information.

**O - Open-Minded** - Be willing to see things in a new perspective and try to be willing to change.

**N - No Judgment** - Try not to dismiss ideas too quickly.