

# THE LISTENING CENTER

Workshops and Presentations on the Sacred Art of Listening  
Kay Lindahl

## Top Ten Powerful Listening Practices

1. *Stop talking.*

One person speaks at a time. One of the most irritating listening habits is that of interrupting.

2. *Pause before speaking.*

Allow the person who is speaking time to complete their thought, wait a few seconds before responding. Another variation on this is to ask “Is there anything else?” There almost always is.

3. *Listen to yourself.*

Be in touch with your inner voice. Ask yourself, “What wants to be said next?”

4. *Listen for understanding.*

You do not have to agree with what you hear, or even believe it, to listen to understand the other person.

5. *Ask for clarification.*

If you do not understand what someone is saying, just ask.

6. *Let the speaker know that you have heard them.*

Body language: nodding, facial expressions.

7. *Be patient and present.*

Listening well takes time and your presence.

8. *Listen with an open mind.*

Be curious and appreciative of what you are listening to.  
Listen for new ideas instead of judging and evaluating.

9. *Pay attention to the environment.*

Stop what you are doing to listen.  
Turn off background noise when possible; move to a quieter corner of the room; clear your desk.

10. *Listen with empathy and compassion.*

Put your agenda aside for the moment. Put yourself in their shoes.

## It only takes one minute a day to...

... *practice silence.*

Spend at least one minute each day intentionally silent.

... *practice reflection.*

Ask yourself, “What is emerging now? What wants to be said or done now?” Then wait for your inner wisdom.

... *practice mindfulness.*

Spend at least one minute per day aware of what you are doing for each second.

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