COMMUNICATION CHECK LIST

NEGATIVE

QUESTION	HOW OFTEN? OFTEN	OCCASIONALLY	SELDOM	NEVER
1. Do I hear what I want to say only?				
2. Do I give too little time listening?				
3. Do I judge their grammer?				
4. Do I let my mind wander?				
5. Do I answer with non-relevant responses.. sending the mess age.. I really don't ca re?				
6. Do I criticize , judge?				
7. Do I listen with only one ear?				
8. Do I drift in and out of conversation?				
9. Do I know what they mean? Do I a sk for clarification?				
10. Are my answers more important?				
11. Do I fa il in rdspect for another person?				
12. Does my tone of voice say I'm bored?				

POSITIVE

1. Do I show interest, non-verbally?				
2. Do I ask ?s to draw out the other person?				
3. Do I allow time for res pons e ?				
4. Do I give feedback? (Letting the person know that I really understand what they are trying to say).				
5. Is my listening/response appropriate?				
6. Do I allow myself mistakes/apologies?				
7. Do I keep their needs in mind?				
8. Do I genuinely care?				
9. Do I give respect?				