



Energize. Transform. Achieve.

STAR Slow Down Take Time Ask Questions Reflect back

Directions: Create a reminder for yourself. Examples, a star on your desk or a star doodle on sheet of paper. Make copies of the chart below as needed.

After a listening situation, evaluate your skills. Look for patterns over the course of a week. Is there a time or event that causes me to be less focused? Is there a particular individual that I find difficult to listen to? How thoughtful were my questions? Did I get confirmation that I did listen?

Keep tracking your progress. Once you believe you have the habit, ask for feedback and reevaluate yourself every month or two.

Day 1

	STAR Assessment			
Listened To:	Needs work	Building consistency	It's a habit	What I should work on

Day 2

	STAR Assessment			
Listened To:	Needs work	Building consistency	It's a habit	What I should work on

Day 3

	STAR Assessment			
Listened To:	Needs work	Building consistency	It's a habit	What I should work on