

Self-Assessment: Listening as Leadership

Instructions: For each statement, check the column that best reflects how often it describes you.

Never = 1, Sometimes = 2, Often = 3, Very Often = 4

Presence	Never (1)	Some- times (2)	Often (3)	Very Often (4)
I remain calm and focused even when I feel impatient or under stress.				
I give people my full attention by making eye contact and showing I am engaged.				
I keep my attention on the speaker instead of letting my mind drift.				
I try to understand the emotions behind what someone is saying, not just their words.				

Presence Subtotal (add up all 4 columns) _____

Patience	Never (1)	Some- times (2)	Often (3)	Very Often (4)
I am patient when someone takes a long time to get to the point.				
I allow others to finish speaking without interrupting them.				
When I'm interrupted, I manage the situation in a way that ensures my point is still heard (without escalating).				
I give conversations enough time instead of rushing to end them quickly.				

Patience Subtotal (add up all 4 columns) _____

Phrasing	Never (1)	Some- times (2)	Often (3)	Very Often (4)
I acknowledge or validate others' feelings when they share something difficult.				
I ask clarifying questions when I'm not sure I fully understand.				
I summarize or reflect back what I've heard to confirm understanding.				
I use open-ended language (e.g., "Tell me more..." or "What would feel most helpful?").				

Phrasing Subtotal (add up all 4 columns) _____

TOTAL SCORE _____

Scoring Key

Category Scores (each 4–16):

- 13–16 = Strength
- 9–12 = Steady
- 5–8 = Developing
- 4 or below = Growth Area

Overall Score (12–48):

- 40–48 = Consistent Listener
- 31–39 = Reliable Listener
- 20–30 = Variable Listener
- Below 20 = Emerging Listener

Step 4: Apply

1. Circle one strength that you are proud of (highest score).
2. Circle one growth edge you're willing to focus on (lowest score).
3. Link to Leadership: Which P most affects how your team experiences you?