



7: THE POWER OF ACTIVE LISTENING

Your Action Plan for Building Focus and Trust

Action Planner

Reflect and Prepare

Name: _____

What Is Active Listening?

Active listening means giving someone your full attention, understanding their message, and responding with care. It builds trust, reduces mistakes, and strengthens your personal competitive advantage.

Why This Matters to Me

Why is active listening important in your classes, job, training program, or relationships?

My Listening Strengths and Gaps

What I do well: _____

Where I get distracted: _____

What I want to change: _____

Belief Shift

Circle or write a belief that supports stronger listening:

"Listening is a leadership skill."

"Being present builds my advantage."

"I don't need to solve—I just need to listen."

"People remember how we made them feel heard."

Other: _____



Listening Practice + Progress

Name: _____

My 28-Day Listening Habit

What will you practice to strengthen your listening skills?

When and where will it happen? _____

How will you track or reflect on it?

☐ Habit log ☐ Partner check-in ☐ Weekly journaling

Restart Plan

When I zone out or feel distracted, I will:

☐ Refocus my body position

☐ Take a 2-second breath

☐ Use my anchor phrase: " _____ "

☐ Respectfully ask the speaker to repeat what I missed

Weekly Reflection Prompts

1. When did I listen fully this week?

2. What distracted me and how did I respond?

3. What helped me stay focused or feel more connected?

4. How did my listening impact a class, work shift, or relationship?

28-Day Listening Tracker

Listening habit: _____

Week 1 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 1 go? Circle one word:

✓ Present ✓ Distracted ✓ Curious
✓ Focused ✓ Confident ✓ Growing

Week 3 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 3 go? Circle one word:

✓ Present ✓ Distracted ✓ Curious
✓ Focused ✓ Confident ✓ Growing

Week 2 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 2 go? Circle one word:

✓ Present ✓ Distracted ✓ Curious
✓ Focused ✓ Confident ✓ Growing

Week 4 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 4 go? Circle one word:

✓ Present ✓ Distracted ✓ Curious
✓ Focused ✓ Confident ✓ Growing