

LISTENING ACTION PLAN

1. I can listen effectively when _____

2. I do not listen effectively when _____

3. Three listening areas where I feel strongest: _____

4. Three listening areas that I feel represent areas of potential improvement: _____

5. For each of the above areas of potential improvement, I plan to take the following long-term and short-term action steps to improve my listening:

Short-Term Action Steps

Long-Term Action Steps

a. _____

b. _____

c. _____

