



## Listening 5-Day Plan – Action Planner

**Well done!** You're on the path to success with this **Listening 5-Day Plan Action Planner**.

You've probably already read our '[5 listening insights from the Chinese character for listening](#)'. Now it's time to plan your moves, take action, and accelerate your success.

Here's how cultivating your listening can help you on your journey:

### The four big benefits of cultivating your listening

1. With more focused listening you'll feel calmer and in control
2. You'll make fewer mistakes
3. You'll build more trusting, stronger relationships
4. And finally, these skills will enhance your life, not just your work!



## Step 1: Develop your 5-day plan

First, develop the plan. For example, you could plan to practice your listening every day for 5 days (Monday – Friday, for example). Or perhaps one day a week (every Monday, for example). Or something in between.

Make a note of the dates you plan to practice your listening (add it to your calendar too, so you don't forget!).

Also, you will likely find it challenging to focus on listening through-out the whole day. We recommend that you choose specific activities through the day, during which you'll focus on your listening. These could be specific meetings, calls, or even lunch with dinner!

I will practice my listening on:

Day	Focus of your attention	Date	Specific opportunities for listening
1	Ears		
2	Eyes		
3	Mind		
4	Heart		
5	All (in undivided attention)		

Also, consider who else you might involve in this plan. Send them the link to the blog post (or share this planner) and ask them if they'd like to join you!

## Step 2: Listen and learn

**DAY ONE: focus on using your ears.** Tune into the tone, pace, pause, emphasis, and modulation of the spoken words. What are you hearing that helps you connect more effectively?

At the end of day one, make a note of what you have noticed, what challenges you experienced, and what you have learnt:

On a scale of 1-10 (1 = very easy, 10 = very hard) how did you find listening today? **Your score:** [     ]

**DAY TWO: focus on using your eyes.** Tune into facial expressions, the body language, the posture, and gestures of the speaker. What are you seeing that helps you connect more effectively?

At the end of day two, make a note of what you have noticed, what challenges you experienced, and what you have learnt:

On a scale of 1-10 (1 = very easy, 10 = very hard) how did you find listening today? **Your score:** [     ]

**DAY THREE: focus on using your mind. How will you choose to listen?** Is it appropriate to be open-minded and uncritical, or will you be more analytical in your listening? Is your listening focused, or does your mind wander? Be conscious of how your mind is approaching the task of listening.

At the end of day three, make a note of what you have noticed, what challenges you experienced, and what you have learnt:

On a scale of 1-10 (1 = very easy, 10 = very hard) how did you find listening today? **Your score:** [     ]

**DAY FOUR: focus on using your heart.** Tune into the emotions of the person you're listening to, use your ears and eyes and open your heart to their emotions. What are you noticing that helps you connect more effectively?

At the end of day four, make a note of what you have noticed, what challenges you experienced, and what you have learnt:

On a scale of 1-10 (1 = very easy, 10 = very hard) how did you find listening today? **Your score:** [     ]

**DAY FIVE: focus on undivided attention.** Pull together all these elements of the Chinese character for listening and give the person your undivided attention.

At the end of day five, make a note of what you have noticed, what challenges you experienced, and what you have learnt:

On a scale of 1-10 (1 = very easy, 10 = very hard) how did you find listening today? **Your score:** [     ]

### Step 3: Reflect and apply

Soon after you've completed your plan, find a little time to reflect. Ask yourself a few simple questions:

- What did I do well?
- What did I find more challenging?
- What did I learn from this experience?
- What will I do differently in future, to be a more effective listener?

For example, you might decide to continue practicing a specific listening skill. Or you may have noticed specific behaviors that you want to adjust (interrupting while listening, for example!). Or perhaps there are specific occasions when you don't listen well (or specific people that you find it harder to listen to!).

Take time to reflect. Then make a note of what you will do in future, to continue to improve your listening:

**And if you are completing this plan with other people, please find the time to connect with them and share your experience, your insights and your plans for the future!**

