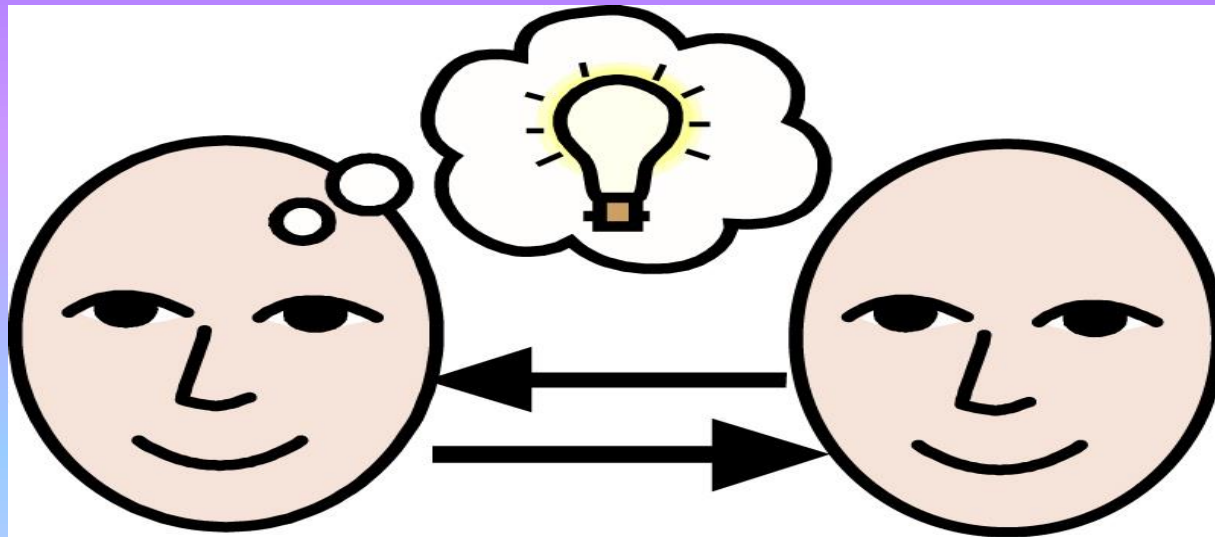


# Habit # 5

## Seek First To Understand, Then to Be Understood

Based on the work of Stephen Covey



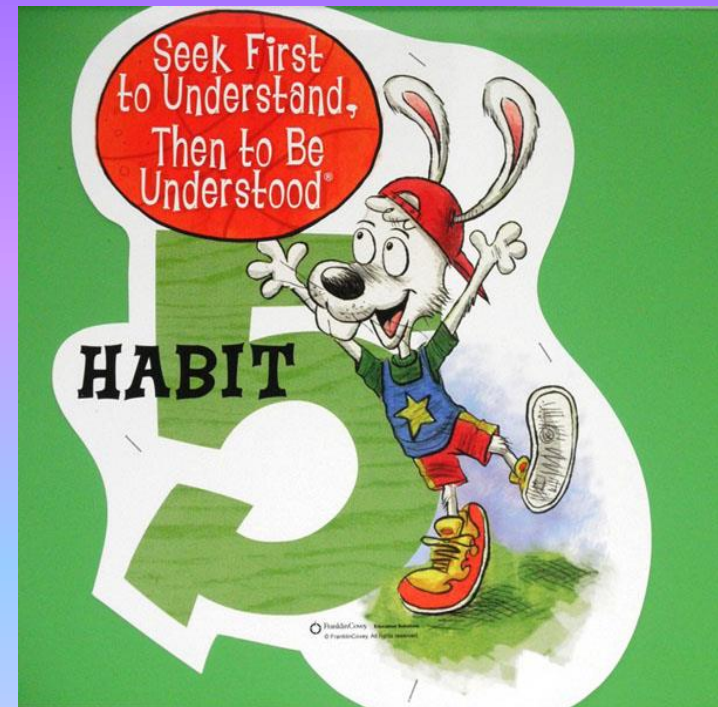
# HABIT 5: Seek First To Understand, Then To Be Understood

I listen to other people's ideas and feelings. I listen to others without interrupting. I am confident when speaking and look people in the eyes when talking.



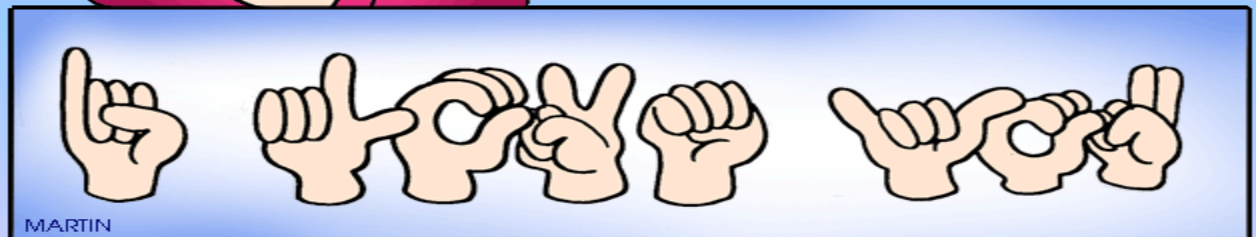
# Good Listeners...

- are easy to talk to.
- are trustworthy.
- are likable.
- are understanding.
- make people feel better.
- usually give good advice.

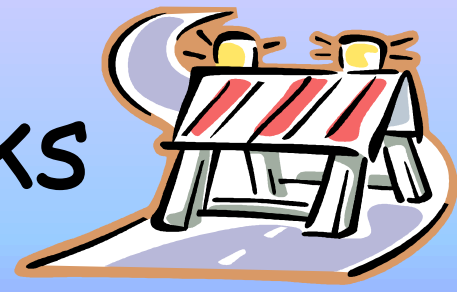


# "Listen with Your Eyes"

All people do not use words to speak. A person's body language and facial expressions can tell you a lot about how he/she may feel or what he/she is trying to say. Some people use their hands to communicate. This is called *American Sign Language*. *Sign Language* helps people that cannot speak with their voice, to communicate to others. Sometimes you must listen with your eyes as well as your ears!



# Listening Road Blocks



When someone is talking to you make sure you **DO NOT**...

- pretend to listen.
- get distracted by other things around you.
- listen to the parts that interest you and ignore the rest.

# Be a Good Listener!

When someone is speaking to you,  
you should **ALWAYS**...

- stay focused.
- make eye contact.
- ask questions or make comments to let the person know you are interested in what he/she is saying.
- be respectful.
- listen to the person and that person will listen to you the same.