

Active Listening Checklist

If possible, face the speaker with open posture, lean toward, maintain comfortable eye contact, and relax to listen openly. If speaking on the phone, monitor your body language to one of comfort, attention to your speaker, and openness. During your conversation, practice these strategies:

- **Paraphrase** what you heard. State back, in your own words, what the speaker told you.
- **Clarify** the information. Ask questions or ask for more information.
- **Perception Check** to make sure you received the message the speaker intended. This may involve some interpretation of what you heard.
- **Summarize** in order to make sure you and the speaker agree on the key points of the conversation.
- **Show empathy** by reflecting the feelings expressed by the speaker during your conversation. You as a couple are a team. Expressing empathy indicates your support for and understanding of your spouse.

