Seven tips to become a better listener



One of the most important things clients are looking for in their financial professional is someone who understands their situation

Feeling listened to is the basis of trust—an important building block in any long-term relationship. But in a day when distractions are nearly everywhere, how do you improve your fundamental listening skills? Take a quick assessment of how well you're doing based on the following good listening habits.

Listen to learn—Enter the conversation with the mindset of curiosity. Quiet your own agenda and focus on what the other person most needs to say.

Ask more questions—This helps confirm you're understanding, but also helps the other person get to deeper and more meaningful information. Consider the four main types of questions:

Leading questions start a conversation—"What happened then?" "Could you tell me more?"

Open-ended questions expand a conversation and generate detail—"How?" "What?" "Where?" "Who?"

Closed-ended questions prompt for specifics—"Is?" "Are?" "Do?" "Can?" "Would?"

Reflective questions help clarify understanding—"It sounds like ...?"

Pay attention to whether you're talking more than listening—Are you focused? Or are you anticipating what's next, deciding if you agree, or formulating what you need to say when they're done?

Restate what you're hearing—Often called "active listening," this is a brief summary of what you've heard and allows the other person to either clarify or continue. This also helps build trust, because it lets the other person know you heard what they said.

Reflect—Acknowledge how the other person may be feeling. For example, "This seems really important to you ..." Naming the emotion shows you respect there may be strong feelings and also helps shift the other person to see things more objectively. This is also a chance to validate their issues and feelings and demonstrate you're listening with empathy and caring.

Encourage and reinforce—Use small verbal and non-verbal cues to let the other person know you're listening – such as nodding or short prompts, such as "Oh?" "I understand," "Then?" or "And?"

Appreciate silence—Wait until the other person is done speaking before you respond. Many people tend to feel uncomfortable with even a brief pause or moment of silence. Let the other person "get it all out"—then ask if there's more to say. Silence can help diffuse strong emotions. Plus, it gives the other person time to think about what they need to say.

Stephen Covey once noted, "Most people do not listen with the intent to understand; they listen with the intent to reply." Those who create the habit to listen more intently gain more trust, respect, and ultimately longer-lasting and more productive relationships.

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