



Listening Skills a Problem? 3 Steps to Listening Success at a Face-to-Face Meeting

By Sharan Tash

You are sitting at a meeting trying desperately to listen to someone. Everything around you seems to catch your interest: The people walking by, the people eating next to you, the traffic on the street. You know that you have a difficult time listening to people. Your mind does get distracted easily, but you also know how important it is to listen to the people that want to communicate with you. What do you do?

What not to do is nothing. Just by becoming aware that you need help in this skill is the first step to finding solutions to help you work on your listening skills. I must admit, I have this problem every day. I was never a good listener when I was growing up. Finishing someone's sentences and formulating what I was going to say in response came more naturally than sitting in silence catching all the key information that was being presented.

These are three things I have done to increase my ability to listen when I am sitting with someone at a face-to-face meeting.

- Sit facing the person you are meeting, but sit facing the wall. The person you are meeting with has their back to the wall looking out. This positioning has helped me focus in on the person, not the people in the area.
- Bring a notebook to take notes. Informing the person I am meeting with that I have a short memory and letting them know that our conversation is important to me by taking notes I will be able to enter the information into my database for future reference, I become a better communicator.
- When I am taking notes, I ask questions based on my notes that need clarification. I am forced to hone my listening to their story and question points that are unclear.

These three steps that I have found helpful are the beginning to greater listening success. They do take forethought, and planning so you can begin the process at your next meeting. Is listening any easier for me? These steps help me, but it is a skill I MUST work on each and every day.

To learn more about the art of Boomerang Business Development, [Boomerang Networking](#)[™], [Boomerang Sales](#) and to develop the skills of listening, asking questions and giving, contact Sharan Tash at [The Professional Networker](#) or email Sharan@SharanTash.com.

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