



The Art of Active *Listening*

21 Days *Calendar*

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21 Days to Master the Art of *Active Listening*

- 01 ● Talk about anything other than work at lunch with a team member
- 02 ● Ask a team member how they prefer to receive feedback
- 03 ● Journal prompt: What are you currently struggling with and how can you improve?
- 04 ● Set your intention with your current role
- 05 ● Reflect on the last 3 interactions you've had with a team member - were you an active listener?
- 06 ● Journal prompt: How do you want to be known as a team member in your organization? Use three words.
- 07 ● Make a list of what you enjoy about your current role
- 08 ● Write down your 1, 3, and 5-year goals
- 09 ● Send a thank you gift to a team member or coworker
- 10 ● Do 5 minutes of deep breathing before entering your next meeting
- 11 ● On a score of 1 - 10, how would you rate your listening?
- 12 ● Clean your workspace
- 13 ● List out the challenges you currently face
- 14 ● Join a LinkedIn Learning or other online course focused on better communication
- 15 ● Think of a time when you didn't listen well - what would you do differently now?
- 16 ● Write about a time when you were unconsciously biased towards someone - what would you do differently now?
- 17 ● What does compassion mean for you at work?
- 18 ● Listen to an educational podcast
- 19 ● Sit quietly in your chair for 5 minutes and do nothing
- 20 ● Go to a meeting without your phone or laptop in hand
- 21 ● Write about a time when you didn't feel heard - how did you feel?

