

ACTIVE LISTENING

- **Active listening** means “doing something” to make sure you understand rather than just letting information pass you by or tuning out.
 - Ask a question
 - Repeat back the key information or paraphrase what was said
 - Ask to confirm the main idea or a detail
- **Active listening** also supports remembering the information later
 - Sometimes a memory problem is actually an attention lapse
 - Active listening helps transfer information into your memory
- **Active listening** helps you stay engaged when you notice your attention is wandering
- **You can ask for repetition if you miss something, but you can also use social conversation skills to slow a conversation down, get information repeated, or make sure you understand**
 - Can you give me an example?
 - Can you put that another way?
 - This is important, I just want to get it on paper
 - Interesting - tell me a little bit more about (that situation, the movie, etc.)
- **With family and friends, let them know what you need and why**
 - They can signal they’re about to talk “Hey Mom”
 - They can let you know they’re about to say something important
 - And get you to confirm you heard or even have you say it back
 - Or that you’ve put the task on your list or the event in your calendar