



Become A Better Listener: 3 Mental Visuals

Well With Raele Coaching Cheat Sheet

Mental Visual #1: Place Yourself At The Scene

- When someone starts sharing a story of something that took place in the past, **paint a picture of their story in your mind as if you were there too**
 - Think of all the details you would see if you experienced everything firsthand
 - Think of all the things you would wonder, all the emotions you might feel, and so on and so forth
 - This will push you to listen closer because you have placed yourself at the scene - your level of investment is different, and your level of interest will be too
 - **More interest = more curiosity = better follow-up questions = better conversation**
 - This is how you can execute “**being present**” in a more practical, focused way
 - Examples of questions you might ask (if relevant) once you have “placed yourself at the scene:”
 - *How did others react?*
 - *What were you wearing that day?*
 - *What was the color/model of the other car?*
 - *What was the expression on your boss’s face?*
 - *Did you feel scared?*
 - *What was the weather like that day?*

Mental Visual #2: Report Back

- Tell yourself that you have to **report back all details** of someone’s story or answers to another person in authority (a manager or supervisor, a parent, a teacher, etc)
- You need to listen closely today, because you will have to repeat the story to the person in charge tomorrow and will likely be quizzed on the details
 - **Your job/performance/grade depends on it!**
- You’re tricking your mind and scaring yourself into listening better and more importantly, properly internalizing what the person said



Mental Visual #3: Two Tasks, Max!

- When you are listening to someone, pay attention to what else you are doing and give yourself a **2-task limit**
- Actually say to yourself - **“keep it to 2 tasks, max!”**
- If you are:
 - Talking to someone on the phone... (1)
 - ...while driving... (2)
 - ...and applying finishing touches of your makeup (3)
 - That's 3 tasks and odds are, you are *not* listening as well as you should be
- See what you can **eliminate or pause** for the time being so you can listen better and be more present
- **Humans are not always meant to be multitasking!**
 - Another person speaking is not an opportunity for us to check out and tend to our other tasks while pretending to be listening
- The type of tasks also matter, but in general, doing more than 2 things at once (listening + other thing) will result in decreased attention in at least 1 if not all of your tasks
- If you're *unable* to drop the other things you are doing, that's okay, too
 - Let the person know that it is not a good time for you to listen well, and give them a time frame of when you will have the bandwidth
 - Example: *“I really want to hear this but I have to finish cleaning up the kitchen right now. Can it wait 20 minutes and when I'm done, I will be all ears?”*