

THE JOB PYRAMID

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Listen, are you listening?

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Monday Mentionings...

In an article posted by [Forbes.com](#), Lisa Quast writes about how to earn respect at work. One of her bullet points made us talk less and listen more.

“Use active listening skills – really listen and hear what people are saying.”

We understand that you may work with people who like to hear themselves speak. On the opposite side of the talking vs. listening spectrum, there are people who tend to zone out when you’re speaking to them.

In a work environment it is important to listen because you:

- May have a boss that doesn’t like to repeat themselves
- Have a strong desire to do it right the first time
- Want to be the person that co-workers trust and confide in

How can you make sure you are really listening?

- As soon as the person starts speaking, turn off your mind and focus
- Ask questions that pertain to what they’re saying. Often times you might have something else on your mind that you’ve been meaning to ask them, hold those questions for later

Do you find that you have trouble focusing while people are talking to you? Do you want to give them your undivided attention? Comment on our [Facebook page](#) – we’d be happy to help you!



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