

# You're Not Listening

by Kate Murphy

---

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

<sup>01</sup> **Hold a three-second doorway**

In your next conversation, wait three full seconds after the other person stops. Let the unfinished thought arrive before you answer.

MON TUE WED THU FRI SAT SUN

<sup>02</sup> **Ask one question without smuggling advice**

Use a question that starts with what, how, or when, and make sure it does not contain your preferred solution.

MON TUE WED THU FRI SAT SUN

<sup>03</sup> **Name your internal noise**

Before a hard talk, write the answer, defense, or judgment you expect to bring. Seeing it helps you set it down.

MON TUE WED THU FRI SAT SUN

<sup>04</sup> **Reflect meaning, not wording**

Say back the feeling or concern you think you heard, then ask what you missed. Accuracy beats eloquence.

MON TUE WED THU FRI SAT SUN

<sup>05</sup> **Notice the aside**

When someone adds a small detail and moves on quickly, gently return to it. The aside is often where the real story enters.