



Replenish Listening Energy Checklist

With greater self-awareness, leaders can learn how to build or replenish energy that has been drained throughout the day. Consider the suggestions or techniques identified below to regain the ability to listen effectively and efficiently.

Change the Environment

- Take a break.
- Vary your routine.
- Go outdoors.
- Change rooms.
- Put on a different virtual background.

Reduce Stimuli and Distractions

- Go to lunch alone.
- Take a deep breath.
- Close your eyes.
- Drive in the car without noise (no talk or regular radio).
- Dim the lights.

Create a New Frame of Mind

- Listen to soothing music.
- Visualize a serene picture.
- Meditate.
- Take a nap.
- Read for pleasure.
- Touch someone or be touched by someone.
- Find someone who will listen to you.

Do Something Physical

- Take a walk.
- Plan stretch/stand-up breaks during meetings.
- Write a note/email.
- Exercise at desk or use isometrics.

Note: These suggestions are useful for general stress management, quieting the mind and replenishing listening energy.