

C

## **EATING DINNER**

turn off the TV and listen to the conversations around you

A

## **PHONE CALLS**

stop all other activity and just talk on the phone, no emails or texts

R

## **SOMEONE IS TALKING**

stop everything and fully listen to what the person is saying, repeat their words in your head quietly to help you listen

E

## **A QUESTION?**

put the phone away and listen, then answer the question without distractions

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## **MEETING**

close the door, sit near so you can focus and listen