

# How to be a better listener

Strategist and coach Zoë B offers five ways to boost your listening skills.

1. **Wait your turn to talk.** Talking over people sends the message you don't care about what they're saying.
2. **Let others finish their own sentences.** Research shows it makes people feel powerless because you've taken control of the conversation.
3. **Paraphrase what you've heard before you give your two cents.** This shows the other person you've heard her and understand. Also, if you've misunderstood, it gives her a chance to clarify before the misunderstanding leads to bigger problems.
4. **Be an active listener.** Engage and respond throughout the conversation.
5. **Keep good eye contact.** It shows the other person you're interested in what he's saying.

— Adapted from "[5 Ways to Improve Your Communication Skills](#)," Zoë B, Lifehack.com.