



# HEARING AND BEING HEARD

## My objectives

Did I describe  
the situation?

Did I express  
and  
reinforce my  
opinion?

Did I assert  
myself?

Was I  
mindful?

Did I appear  
confident?

Did I  
negotiate?

## The relationship

Was I gentle?

Did I threaten?

Did I attack?

Was I  
judgemental?

Was I  
interested in  
them?

Did I validate  
their feelings  
and opinions?

Was I relaxed  
or tense?

## My self respect

Was I fair?

Did I apologise  
when needed?

Did I not  
apologise when  
not needed?

Was I  
truthful?

Did I stick to  
my values?

Did I listen to  
understand?

# Being Heard

**Jianjun Gao**



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