



The Principal's Note

Empowering Leaders to Elevate Learning

The Listening Leader Quick Start Kit

Start building trust, culture, and
achievement in **3 simple steps**

*Companion resource from Listening
Leadership by Hajj Womack*

WWW.THEPRINCIPALSNOTE.COM

Every leader can hear, but not every leader listens.



Listen

Make space for stories, not just solutions.



Reflect

Summarize what you heard—then pause.



Act

Follow through visibly. Listening without action kills trust.

Reflection Box

What's one place in your week you can start this cycle?



Intentional Change Starts Here.

Key updates: I hope you should know... Items for Input: I would like your input on the following... 1) Development Goals: Reflections/Feedback: Given my development goals, I would like your feedback on...	
Input in Rows Items to discuss during next 120 1) Overview of pre-assessment for 2nd an 2) Discuss the summation (steering) assessment Exit 10/20/25, 20/25, 12/25 (feedback)	
Virtual Support: Review/Review of 10/25	• • •

Accountability		User Data	
Action Item		12/1/16	
Complete data growth			

www.theprincipalsnote.com

What's your Listening Type?



The Fixer

Always ready with solutions, they jump in to fix your problems before you finish sharing.

! Practice patience; let the speaker finish before offering advice.



The Filler

Keeps the conversation going, often filling every pause with stories or advice.

! Embrace silence—sometimes listening means simply being present



The Floater

Their mind drifts; they may catch only parts of the conversation but miss the details.

! Make eye contact and mentally anchor yourself in the moment.



The Focus Listener

Gives full, undivided attention, making the speaker truly feel heard.

! Keep practicing active listening—reflect, clarify, and validate the speaker's feelings.

**Want to turn self-awareness
into daily practice?**

Visit our website for more or
scan the QR Code

www.theprincipalsnote.com

Take the 30-Day Listening
Challenge next.



Bridge Book

**Listening is leadership's
quiet superpower.**

Available Now!

Learn the full system in
Listening Leadership

www.theprincipalsnote.com