

Checklist for Enhancing Work Social Skills

Pick one item to put into practice each week. Read through the list below and find something that you don't currently do. Then find a way to remind yourself a couple of times a day—a visible sticky note reminder or a small notebook that you carry to capture what you see.

Date	Activity	Result
	Devote time to connecting with people. Invite people to coffee.	
	Get better at remembering and using people's names. Write them down.	
	Ask people how they are doing and then really listen for 4 minutes.	
	Keep track of people's family names and regularly ask about them.	
	Be more interested in other people's conversations.	
	Stop being the center of attention. Do not have conversations be about "me" and this includes over sharing.	
	Invite people to share about what is going on in their lives.	
	Deal with people and the world in a way that others will respect.	
	Be sincere, genuine, and authentic. Be myself.	
	Be willing to be vulnerable and admit mistakes.	
	Explore how I come across to others. Reflect on this after meetings.	
	Be more open to feedback and be great with those who provide it.	
	Be more courteous and gracious. Be more thoughtful.	
	Say thank you and let people know what I appreciate about them.	
	Encourage others to share their views and only share mine if asked.	
	Listen with an open mind—do less judging and assessing.	
	Take time and have patience when listening to others.	
	Give others my full attention, as opposed to being preoccupied with other concerns.	
	Place myself in another person's position and try to understand their concerns and feelings.	
	Share more and be more fully expressed in group conversations.	
	Listen more and speak less.	
	Ask people to be clear when the situation calls for it.	
	Be responsive to people's requests, including phone calls and e-mail.	

Reflect and debrief. It's also important to take the time to reflect on what you're observing as you continue your practice toward deeper relationships. Take note of what happens when you change your behavior. Write your observation in a journal or share what you are noticing and doing with your mentor or executive coach.

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