

100 Steps to Becoming a Class Act

Are you a class act? Here's a checklist of the qualities, behaviors, and character traits that many would say comprise a class act. Work with your professional coach to accelerate your progress along this path.

1. Honor
The core of yourself

- ☐ Fair
- ☐ Conviction
- ☐ Courage
- ☐ Truthful
- ☐ Moral
- ☐ Loyal
- ☐ Accountable
- ☐ Responsible
- ☐ Committed
- ☐ Diligent

2. Integrity
What you stand on

- ☐ Honest
- ☐ Well
- ☐ Prudent
- ☐ Thrifty
- ☐ Simple
- ☐ Orderly
- ☐ Detail-oriented
- ☐ Needs met
- ☐ Punctual
- ☐ Balanced

3. Style
How well you express yourself

- ☐ Excellence
- ☐ Trusting
- ☐ Polished
- ☐ Clean
- ☐ Well-dressed
- ☐ Gracious
- ☐ Appropriate
- ☐ Passionate
- ☐ Consistent
- ☐ Resilient

4. Caring
How well you treat others

- ☐ Respectful
- ☐ Available
- ☐ Concerned
- ☐ Tender
- ☐ Tolerant
- ☐ Sharing
- ☐ Kind
- ☐ Patient
- ☐ Generous
- ☐ Hospitable

5. Effectiveness

How smart you operate

- ☐ Bandwidth/absorption rate
- ☐ Vision
- ☐ Mastery
- ☐ Productive
- ☐ Accomplished
- ☐ Causal/initiating
- ☐ Enrolling
- ☐ Investing
- ☐ Effective
- ☐ Practical

6. Self

How you feel within

- ☐ Confident
- ☐ Secure
- ☐ Content
- ☐ Integrated
- ☐ Self-caring
- ☐ Self-motivated
- ☐ Capacity
- ☐ Mature
- ☐ Capable
- ☐ Harmonious

7. Openness

How you relate with the world

- ☐ Accepting
- ☐ Intuitive
- ☐ Aware
- ☐ Willing
- ☐ Adventurous
- ☐ Spiritual
- ☐ Visual
- ☐ Present-oriented
- ☐ Creative
- ☐ Flexible

8. Delivery

How well you perform

- ☐ Win-win
- ☐ Results-oriented
- ☐ Proactive
- ☐ Adds value
- ☐ Underpromises
- ☐ Interdevelopmental
- ☐ Adaptive
- ☐ Innovative
- ☐ Direct
- ☐ Resourceful

9. Life Skills

Your personal tools

- ☐ Loving _____
- ☐ Clever _____
- ☐ Hip _____
- ☐ Light _____
- ☐ Humorous _____
- ☐ Diplomatic _____
- ☐ Savvy _____
- ☐ Generous _____
- ☐ Wise _____
- ☐ Perspective _____

10. Communication

How well you come across

- ☐ Tone _____
- ☐ Dance _____
- ☐ Articulate _____
- ☐ Clear _____
- ☐ Appreciative _____
- ☐ Congratulatory _____
- ☐ Constructive _____
- ☐ Encouraging _____
- ☐ Friendly _____
- ☐ Expressive _____