

# 100 Steps to Becoming a Class Act

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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 \_\_\_\_\_