

Assess Your Civility

Before you respond, start with the assumption that you probably do some of these. Think about specific people you work with, especially those you don't particularly care for. Think about habits you have developed, especially those you wish you hadn't. Try to remember feedback that close friends may have given you.

Please indicate how often you ...

Neglect saying please or thank you	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Use email when face-to-face is needed	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Take too much credit for collaborative work	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Email/text during meetings	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Keep people waiting needlessly	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Talk down to others	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Delay access to information or resources	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Fail to acknowledge others	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Use jargon even when it excludes others	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Pass the blame when you've contributed to a mistake	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Spread rumors about others	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Belittle others non-verbally	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Retreat into your e-gadgets	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Shut someone out of a network or team	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Take advantage of others	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always

Adapted from *Mastering Civility*, Christine Porath

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Pay little attention or show little interest in others' opinions	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Don't listen	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Set others up for failure	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Ignore invitations	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Show up late or leaving a meeting early with no explanation	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Insult others	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Belittle others' efforts	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Make demeaning or derogatory remarks to someone	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Take others' contributions for granted	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Grab easy tasks while leaving difficult ones for others	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Forget to include others	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Speak unkindly of others	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Are not civil in emails	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Are disrespectful when disagreeing	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Interrupt others	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Avoid looking out for others	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Are judgmental of those that are different than you	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always
Fail to appreciate others' efforts	Never	Almost Never	Seldom	Sometimes	Often	Almost Always	Always