

## Novotni Social Skills Checklist—Self-Report Version # 6185

Name:

Age:

Date:

TRAITS : How many of the following traits of highly likeable people are descriptive of you? Put a check by the ones you would like to work on. Circle any that are true of you.

- |                                     |                                      |  |                                |                                      |                                   |
|-------------------------------------|--------------------------------------|--|--------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> sincere    | <input type="checkbox"/> honest      | <input type="checkbox"/> understanding | <input type="checkbox"/> loyal | <input type="checkbox"/> responsible | <input type="checkbox"/> friendly |
| <input type="checkbox"/> truthful   | <input type="checkbox"/> trustworthy | <input type="checkbox"/> intelligent   | <input type="checkbox"/> warm  | <input type="checkbox"/> unselfish   | <input type="checkbox"/> trustful |
| <input type="checkbox"/> thoughtful | <input type="checkbox"/> considerate | <input type="checkbox"/> reliable      | <input type="checkbox"/> kind  | <input type="checkbox"/> humorous    | <input type="checkbox"/> cheerful |

Not a Problem	Needs Improvement	Skills: Use the following checklist to identify strengths as well as areas to work on.
		<b>I. BASIC Manners: The ability to do the following in social interactions.</b>
<input type="checkbox"/>	<input type="checkbox"/>	Use mannerly words like please, thank you, and you're welcome
<input type="checkbox"/>	<input type="checkbox"/>	Express appreciation
<input type="checkbox"/>	<input type="checkbox"/>	Receive compliments without discounting
<input type="checkbox"/>	<input type="checkbox"/>	Give compliments regularly to others
<input type="checkbox"/>	<input type="checkbox"/>	Apologize
<input type="checkbox"/>	<input type="checkbox"/>	Accept the apology of others
<input type="checkbox"/>	<input type="checkbox"/>	Introduce yourself
<input type="checkbox"/>	<input type="checkbox"/>	Introduce others
<input type="checkbox"/>	<input type="checkbox"/>	Use appropriate greetings
<input type="checkbox"/>	<input type="checkbox"/>	Use appropriate ending comments
<input type="checkbox"/>	<input type="checkbox"/>	Phone manners
<input type="checkbox"/>	<input type="checkbox"/>	Mealtime behaviors (follow lead of host/hostess, chew with mouth closed, not open)
<input type="checkbox"/>	<input type="checkbox"/>	Ask to have items passed, use napkins, elbows off the table, ask to be excused
<input type="checkbox"/>	<input type="checkbox"/>	Making others feel comfortable in your home—hosting
<input type="checkbox"/>	<input type="checkbox"/>	Offer to help others
		<b>II. VERBAL COMMUNICATION SKILLS: In conversation with others the ability to:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Join a conversation without disruption
<input type="checkbox"/>	<input type="checkbox"/>	Check—repeat what you heard and ask if you heard it right
<input type="checkbox"/>	<input type="checkbox"/>	Identify and reflect content of conversation—tracking
<input type="checkbox"/>	<input type="checkbox"/>	Identify and reflect feelings of others
<input type="checkbox"/>	<input type="checkbox"/>	Reflect content + feelings in conversations
<input type="checkbox"/>	<input type="checkbox"/>	Use minimal encouragers to let others know you are following the conversation
<input type="checkbox"/>	<input type="checkbox"/>	Use open questions to keep conversations going
<input type="checkbox"/>	<input type="checkbox"/>	Ask for help when needed or desired
		<b>III. NONVERBAL COMMUNICATION SKILLS: Looking attentive when listening. When talking with others do you:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Keep an open posture
<input type="checkbox"/>	<input type="checkbox"/>	Face the person
<input type="checkbox"/>	<input type="checkbox"/>	Lean forward
<input type="checkbox"/>	<input type="checkbox"/>	Maintain appropriate eye contact
<input type="checkbox"/>	<input type="checkbox"/>	Look relaxed
		<b>IV. COMMUNICATION ROADBLOCKS</b>
<input type="checkbox"/>	<input type="checkbox"/>	Miss pieces of information—"blinks"
<input type="checkbox"/>	<input type="checkbox"/>	Use closed or naked questions

<input type="checkbox"/>	<input type="checkbox"/>	Voice too loud or too soft
<input type="checkbox"/>	<input type="checkbox"/>	Speak too quickly
<input type="checkbox"/>	<input type="checkbox"/>	Interrupt others
<input type="checkbox"/>	<input type="checkbox"/>	Too quiet—rarely speaking in conversations
<input type="checkbox"/>	<input type="checkbox"/>	Talk excessively
<input type="checkbox"/>	<input type="checkbox"/>	Order or boss others
<input type="checkbox"/>	<input type="checkbox"/>	Criticize—judge or evaluate others
<input type="checkbox"/>	<input type="checkbox"/>	Minimize or not be considerate
		<b>V. ORGANIZATIONAL SKILLS—TRUSTWORTHY</b>
<input type="checkbox"/>	<input type="checkbox"/>	Difficulty with deadlines
<input type="checkbox"/>	<input type="checkbox"/>	Difficulty being on time for meetings and appointments
<input type="checkbox"/>	<input type="checkbox"/>	Difficulty remembering special occasions
<input type="checkbox"/>	<input type="checkbox"/>	Too organized, rigid
<input type="checkbox"/>	<input type="checkbox"/>	Difficulty managing money, bills, bank accounts, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Difficulty organizing your stuff
<input type="checkbox"/>	<input type="checkbox"/>	Do what you agree to do
<input type="checkbox"/>	<input type="checkbox"/>	Finish projects
		<b>VI. SELF CONTROL</b>
<input type="checkbox"/>	<input type="checkbox"/>	Take turns/wait
<input type="checkbox"/>	<input type="checkbox"/>	Ability to handle
<input type="checkbox"/>	<input type="checkbox"/>	Effectively manage conflict, negotiate, and compromise
<input type="checkbox"/>	<input type="checkbox"/>	Effectively manage anger
<input type="checkbox"/>	<input type="checkbox"/>	Refrain from aggressive behavior
<input type="checkbox"/>	<input type="checkbox"/>	Assertiveness
<input type="checkbox"/>	<input type="checkbox"/>	Impulsive spending
<input type="checkbox"/>	<input type="checkbox"/>	Impulsive decision-making
<input type="checkbox"/>	<input type="checkbox"/>	Filter thoughts avoiding impulsive words—blurting out things that hurt people
<input type="checkbox"/>	<input type="checkbox"/>	Inappropriate touching of others
<input type="checkbox"/>	<input type="checkbox"/>	Difficulty relaxing
<input type="checkbox"/>	<input type="checkbox"/>	Excessive physical activity (trouble staying seated, fidgeting, feeling restless)
		<b>VII. KNOWLEDGE</b>
<input type="checkbox"/>	<input type="checkbox"/>	Understand attribution theory's role in social relationships
<input type="checkbox"/>	<input type="checkbox"/>	Understand the importance of social exchange theory—give and take in relationships
<input type="checkbox"/>	<input type="checkbox"/>	Understand the subtle cues that you give others with your body language
<input type="checkbox"/>	<input type="checkbox"/>	Ability to pick up the subtext—socially perceptive
<input type="checkbox"/>	<input type="checkbox"/>	Understand context
		<b>VIII. RELATIONSHIPS</b>
<input type="checkbox"/>	<input type="checkbox"/>	Sensitive to the needs of others
<input type="checkbox"/>	<input type="checkbox"/>	Patient
<input type="checkbox"/>	<input type="checkbox"/>	Creative
<input type="checkbox"/>	<input type="checkbox"/>	Fun to be with
<input type="checkbox"/>	<input type="checkbox"/>	Flexible—able to go with the flow
<input type="checkbox"/>	<input type="checkbox"/>	Respect boundaries of others
<input type="checkbox"/>	<input type="checkbox"/>	Treat others with respect
<input type="checkbox"/>	<input type="checkbox"/>	Tolerance to differences of others
<input type="checkbox"/>	<input type="checkbox"/>	Initiate invitations to others
<input type="checkbox"/>	<input type="checkbox"/>	Difficulty with intimacy
<input type="checkbox"/>	<input type="checkbox"/>	Have at least three close friends
		<b>IX. SELF CARE</b>
<input type="checkbox"/>	<input type="checkbox"/>	Ability to nurture yourself

<input type="checkbox"/>	<input type="checkbox"/>	Appearance— clean, neat, and appropriate for situations
<input type="checkbox"/>	<input type="checkbox"/>	Ability to identify and express your feelings
<input type="checkbox"/>	<input type="checkbox"/>	Self-esteem
<input type="checkbox"/>	<input type="checkbox"/>	Participate in support groups
<input type="checkbox"/>	<input type="checkbox"/>	Sense of humor
<input type="checkbox"/>	<input type="checkbox"/>	Positive outlook—hope

**SKILL AREAS TO WORK ON: Check the box to the left of each skill area that you want to work on.**

<input type="checkbox"/>	Basic Manners
<input type="checkbox"/>	Verbal Communication Skills
<input type="checkbox"/>	Nonverbal Communication Skills
<input type="checkbox"/>	Communication Roadblocks
<input type="checkbox"/>	Organizational Skills
<input type="checkbox"/>	Self-control
<input type="checkbox"/>	Knowledge
<input type="checkbox"/>	Relationships
<input type="checkbox"/>	Self -care

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