

CIVICS LAB

For each question below, put a "1" in the box on the right when you answer for yourself: <i>How often do I...</i>	Never	Almost Never	Rarely	Sometimes	Often	Almost Always	Always
Neglect saying please or thank you							
Use email when face-to-face is needed							
Take too much credit for collaborative work							
Email/text during meetings							
Keep people waiting needlessly							
Talk down to others							
Fail to acknowledge others							
Use jargon even when it excludes others							
Pass the blame when I've contributed to a mistake							
Spread rumors about others							
Belittle others nonverbally							
Retreat into e-gadgets when with others present							
Shut someone out of a network or team							
Take advantage of others							
Pay little attention to others' opinions							
Fail to listen							
Add your totals for each column							

"Assess Yourself" questionnaire adapted from www.christineporath.com

Side 1

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For each question below, put a "1" in the box on the right when you answer for yourself: <i>How often do I...</i>	Never	Almost Never	Rarely	Sometimes	Often	Almost Always	Always
Totals from each column on Side 1							
Set up others for failure							
Ignore invitations							
Show up late or leave early with no explanation							
Insult others							
Belittle others' efforts							
Make demeaning or derogatory remarks to someone							
Take others' contributions for granted							
Grab easy tasks while leaving difficult ones for others							
Neglect to include others							
Speak unkindly of others							
Use un-civil language in emails							
Display disrespectful language when disagreeing							
Interrupt others							
Pre-judge others that are different from me							
Fail to appreciate others' efforts							
Add your totals for each column							

Assess your results: Which category received the highest score? The lowest score? If you had more "Never", "Almost Never", "Rarely", or "Sometimes" answers, you already practice many civility skills. If you have more "Always", "Almost Always", or "Often" answers, you already practice a few civility skills. How do you think this Civility Score reflects your actions? In what areas could you improve your Civility Score? How could you be more civil?