

QUESTIONS FOR COURTESY COUNTS

1. *Are you tardy or timely?*
2. *Do you return your telephone calls in a timely manner?*
Do you acknowledge yourself on the phone and see if you are interrupting?
3. *Do you look around and see what is left after you leave a room? Things like:*
 - *Paper cups*
 - *Notes/paper clips/handouts*
 - *Dishes on the table*
 - *The computer*
 - *The towels/sheets/blankets in the room you've slept in*
4. *How do you handle invitations with RSVP's?*
5. *Do you regularly express gratitude and thanks?*
6. *Do you notice people in lines ahead and behind you?*
7. *Do you hold the door for others?*
8. *How do you handle your cell phone?*
9. *Do you look over the heads of people you are speaking to?*
10. *How often do you say "my" or "I" in conversation with people?*
11. *Do you look around and decide whom the "Beautiful People" are?*
12. *Do you acknowledge people presence?*
13. *Do you eat so fast that you finish long before your host is finished?*
14. *Are you the first to pull over for an emergency vehicle or ambulance?*
15. *How do you handle your e-mail communications?*
16. *How is the Road Rage or Self-Talk in the car?*

