

CLASS ACT 100 PROGRAM

One of the highest compliments an individual can receive is to be called a person of Character -- a Class Act.

This program is designed to help you understand where you are along this path and to give you ideas for areas worth developing.

The Class Act 100 Program includes a list of 100-character traits; life skills, special qualities and personal practices that will help you to both become and feel like a Class Act, naturally.

We suggest you work with a coach trained in this process.

INSTRUCTIONS

There are 5 steps to completing the **Class Act 100 Program**.

STEP 1: READ EACH STATEMENT AND FILL IN THE APPROPRIATE BOX:

Left box if the statement is **SOMETIMES** true.
 Middle box if the statement is **OFTEN** true.
 Right box if the statement is **ALWAYS** true.

NOTE: As you “progress,” feel free to fill in all of the boxes on the left side, so when you get to 100 ALWAYS true, all (300) boxes are filled in.

STEP 2: FILL IN THE BOXES

After you’ve filled in the appropriate boxes, add up the number of Right Boxes (ALWAYS TRUE) for each of the 10 sections and write your “count” on the line provided at the end of each section.

STEP 3: COLOR IN THE PROGRESS CHART CHECKLIST PROVIDED

After you’ve written down your “score” for each section, fill in the boxes of the Progress Chart (located on the front page of the program) to match the “summary” number at the end of each section. Fill in the boxes from the bottom up, on the front page; don’t “match” numbers.

STEP 4: KEEP PLAYING UNTIL ALL BOXES ARE FILLED IN

Add up all of the filled-in boxes on the Progress Chart and write this total number (maximum 100) in the space provided on the top of the front page called Total Score.

STEP 5: EACH MONTH, COME BACK AND UPDATE YOUR PROGRESS AND SCORES. Most people who take this profile score a 20-50 the first time out and add 3-5 points per month.

PROGRESS CHART

DATE	POINTS (+/-)	TOTAL SCORE

CLASS ACT 100 PROGRAM 100-POINT CHECKLIST

SECTIONS										
#	A	B	C	D	E	F	G	H	I	J
10										
9										
8										
7										
6										
5										
4										
3										
2										
1										

Give yourself credit as you get points from the 100-point program. Fill in columns from the bottom up.

A. HONOR

Sometimes-Often-Always

- Fair.** I do only what’s right and just.
- Conviction.** I clearly know what I believe in, and I am steadfast.
- Courage.** I have ample inner strength.
- Truthful.** I have not lied in at least a year, nor have I been deceptive in any of my dealings.
- Moral.** I live my life to my moral code.
- Loyal.** I stand by my family, friends, and others to whom I am committed.
- Accountable.** I keep my word 99% of the time.
- Responsible.** I can always be counted on to meet agreed-upon expectations.
- Committed.** My actions demonstrate my commitment, which is obvious to others.
- Diligent.** I do not waver until the ribbon is tied on whatever I am involved with.

_____ **NUMBER OF BOXES CHECKED (10 MAX)**

B. INTEGRITY

Sometimes-Often-Always

- Honest.** I always deal fairly; I am not sneaky.
- Well.** I am in optimum emotional, spiritual, and physical condition.
- Prudent.** I have and use excellent judgment in all of my actions.
- Thrifty.** I save 10-30% of my net earnings.
- Simple.** I live an honest, simple, easy life.
- Orderly.** I am neat, tidy, and orderly.
- Detail-oriented.** I get: “God is in the details.”
- Needs met.** I know what my personal needs are, and I am up front about getting them met.
- Punctual.** I am on-time 98% of the time.
- Balanced.** I am juggling nothing.

_____ **NUMBER OF BOXES CHECKED (10 MAX)**

C. PERSONAL STYLE

Sometimes-Often-Always

- Excellence.** I only buy and deliver quality.
- Trusting.** I handle my dealings with others on the basis that people are trustworthy.
- Polished.** I come across as polished.
- Clean.** I maintain the highest standard of personal hygiene.
- Well-dressed.** I always look exceptionally good, even if very casual.
- Gracious.** I am always charming and warm and offer appropriate courtesies.
- Appropriate.** I am sensitive to “timing.”
- Passionate.** It’s clear to all what I feel strongly about and what I most enjoy or believe in.
- Consistent.** People know what to expect from me. I am predictable when it matters.
- Resilient.** I bounce back from adversity quickly (2-48 hours) and/or willingly. I recover.

_____ **NUMBER OF BOXES CHECKED (10 MAX)**

D. CARING

Sometimes-Often-Always

- Respectful.** I don’t violate any aspect of another person, animal, or object.
- Available.** I am very willing to help.
- Concerned.** I take an interest in others.
- Tender.** I am lovingly considerate and highly respectful.
- Tolerant.** I welcome diversity because it expands me emotionally and spiritually.
- Sharing.** I do not hoard. I’m not stingy; I give.
- Kind.** I don’t hurt people, or squash flies/bugs.
- Patient.** I can easily wait, no problem.
- Generous.** I err on the side of generosity.
- Hospitable.** I make people feel comfortable in my home or in my space.

_____ **NUMBER OF BOXES CHECKED (10 MAX)**

E. EFFECTIVENESS

Sometimes-Often-Always

- Bandwidth/Absorption.** I easily handle/ assimilate lots of input from any source.
- Vision.** I see clearly what is possible for people and am oriented around that.
- Mastery.** I am at the top of my game at work.
- Productive.** I easily get more done in a day than most people get done in a week.
- Accomplished.** I have a track record of doing well and contributing to life.
- Causal/Initiating.** I create my own path and do not wait for others to direct me.
- Interest.** I can easily help others make choices about what they really want.
- Investing.** I consciously invest in people, concepts, equipment, and opportunities.
- Effective.** What I work on gets done.
- Practical.** I have excellent common sense.

_____ **NUMBER OF BOXES CHECKED (10 MAX)**

F. SELF

Sometimes-Often-Always

- Confident.** I feel confident, from the inside.
- Secure.** I am safe. I fear almost nothing.
- Content.** I am very satisfied with myself/life.
- Integrated.** I don't lead separate lives, all of my goals worth together to forward me.
- Self-caring.** I take better care of myself than anyone I know.
- Self-motivated.** I don't rely on others or on potential consequences to motivate me.
- Capacity.** I can handle all that life brings.
- Compassionate.** I naturally forgive and am always understanding of others' mistakes.
- Mature.** I never behave childishly.
- Capable.** I have found my strengths and I have developed them fully.

_____ **NUMBER OF BOXES CHECKED (10 MAX)**

G. OPENNESS

Sometimes-Often-Always

- Accepting.** I don't resist what is so. I let people be who they are. I embrace.
- Intuitive.** I listen to my hunches and that little voice inside. I trust myself.
- Aware.** I understand what awareness is, and I am on the path of becoming more aware.
- Willing.** I am always willing to try/help.
- Adventurous.** I actively seek new people, ideas, activities, and projects. I go for it.
- Spiritual.** I value the notion of a higher plane or being. I get that we're all "connected."
- Visual.** I see all of what's around me and I fully respond to it.
- Present-oriented.** Life is occurring right now. I live here, not yesterday or tomorrow.
- Creative.** Great ideas just come to me; I don't have to create them.
- Flexible.** I adjust quickly and readily.

_____ **NUMBER OF BOXES CHECKED (10 MAX)**

H. DELIVERY

Sometimes-Often-Always

- Win-Win.** Everyone I work with wins as much as I do. Win-win is my approach to life.
- Results.** I produce and deliver results!
- Proactive.** I anticipate needs and act early.
- Adds Value.** I seek to willingly share my talents, gifts, and resources with everyone.
- Under promises.** I deliver more than promised.
- Interdevelopmental.** I learn as much from others as they learn from me. We both grow.
- Adaptive.** I quickly adapt to new situations, ideas, technology, thus offering more.
- Innovative.** I continually experiment and make stuff better.
- Direct.** I am up front and candid, always.
- Resourceful.** I can pull solutions out of a hat.

_____ **NUMBER OF BOXES CHECKED (10 MAX)**

I. LIFE SKILLS

Sometimes-Often-Always

- Loving.** I rejoice in my love of, and the love I receive from, others.
- Quick.** I make the most of opportunities in order to accomplish my objectives.
- Authentic.** I have absolutely no “attitude” or pretense. I have nothing to sell or prove.
- Light.** Things matter to me, but I am not burdened by people, situations, or life.
- Humorous.** I see the humor in almost anything.
- Diplomatic.** I seek to build relationships, even if takes an investment of time.
- Savvy.** I have street smarts and understand what motivates people.
- Generous.** When in doubt, I share what I have.
- Wisdom.** I am very wise. I’ve learned well.
- Perspective.** I can always see the forest for the trees. I always see the bigger picture.

_____ **NUMBER OF BOXES CHECKED (10 MAX)**

J. COMMUNICATION

Sometimes-Often-Always

- Tone.** I speak in warm, clear tones.
- Dance.** I can speak and hear, simultaneously.
- Articulate.** I clearly state what I want to say.
- Clear.** I speak simply. I am easily understood.
- Appreciative.** I thank people and I am sincere.
- Congratulatory.** I am truly excited for the success of others, and I congratulate them.
- Constructive.** I reinforce the positive of a person; I don’t criticize.
- Encouraging.** People need encouragement and I am unstinting in my support.
- Friendly.** I like people and let them know it.
- Expressive.** My spirit, love, emotions, and excitement come across when I communicate.

_____ **NUMBER OF BOXES CHECKED (10 MAX)**

DEDICATED TO COACH WINSTON CONNOR WHO CAME UP WITH MUCH OF THIS PROGRAM

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