

# Class Act 100 Program

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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 four steps to completing the **Class Act 100 Program**.

**Step 1: Read each statement and fill in the appropriate circle.** Check the left circle if the statement is *sometimes* true, the middle circle if the statement is *often* true, the right circle if the statement is *always* true.

**Note:** As you progress, feel free to fill in all of the circles on the left side, so when you get to 100 *always* true, all three circles for each statement is filled in.

**Step 2: After you've filled in the appropriate circles,** add up the number of right circles (always true) for each of the 10 sections and write your "count" on the line provided.

**Step 3: After you've written down your score for each section,** fill in the circles of the checklist provided to match the summary number at the end of each section. Fill in the circles from the bottom up.

**Step 4: 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 three to five points per month.

## PROGRESS CHART

Date	Points (+/-)	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**

Number of circles checked (10 max) \_\_\_\_\_

Sometimes

Often

Always

**S   O   A**
☐ ☐ ☐
**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.

**B. Integrity**

Number of circles checked (10 max) \_\_\_\_\_

Sometimes

Often

Always

**S   O   A**
☐ ☐ ☐
**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.

## C. Personal Style

Number of circles checked (10 max) \_\_\_\_\_

Sometimes

Often

Always

**S O A**

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

## D. Caring

Number of circles checked (10 max) \_\_\_\_\_

Sometimes

Often

Always

**S O A**

☐ ☐ ☐

**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 kill insects.

☐ ☐ ☐

**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.

**E. Caring**

Number of circles checked (10 max) \_\_\_\_\_

Sometimes

Often

Always

**S O A**

☐ ☐ ☐

**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.

**F. Self**

Number of circles checked (10 max) \_\_\_\_\_

Sometimes

Often

Always

**S O A**

☐ ☐ ☐

**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 work 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.



## G. Openness

Number of circles checked (10 max) \_\_\_\_\_

Sometimes

Often

Always

S O A

☐ ☐ ☐

**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.

## H. Delivery

Number of circles checked (10 max) \_\_\_\_

Sometimes

Often

Always

**S O A**

☐ ☐ ☐

**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.

☐ ☐ ☐

**Inter-developmental**

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.

## I. Life Skills

Number of circles checked (10 max) \_\_\_\_

Sometimes

Often

Always

**S O A**

☐ ☐ ☐

**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.

## J. Communication

Number of circles checked (10 max) \_\_\_\_

Sometimes

Often

Always

S O A

☐ ☐ ☐

**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.