

Approachable Person

| Characteristic | Specifics of Characteristic | Own? | Incorporate? |
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Approachable Person - Instructions

1) print several pages of the worksheet.

2) Under the Characteristic Box list one characteristic of the Approachable person. Try for at least five if not more.

3) List every tangible, specific action the person does that contributes to the overall characteristic. Be very specific. If the action cannot be emmulated keep searching.

| Approachable Person | | | |
|---------------------|---|------|--------------|
| Characteristic | Specifics of Characteristic | Own? | Incorporate? |
| <i>Listens Well</i> | <i>Gives me her full attention, does not multi task when we are talking</i> | | |
| | <i>Puts her phone on silence before we start</i> | | |
| | <i>Looks me in the eye</i> | | |
| | <i>Does not interrupt me</i> | | |
| | <i>Asks me questions about what i have told her</i> | | |

| Approachable Person | | | |
|---------------------|---|--------------|----------------|
| Characteristic | Specifics of Characteristic | Own? | Incorporate? |
| <i>Listens Well</i> | <i>Gives me her full attention, does not multi task when we are talking</i> | <i>No</i> | <i>Work on</i> |
| | <i>Puts her phone on silence before we start</i> | <i>No</i> | <i>Yes</i> |
| | <i>Looks me in the eye</i> | <i>Yes</i> | <i>---</i> |
| | <i>Does not interrupt me</i> | <i>Maybe</i> | <i>Work on</i> |
| | <i>Asks me questions about what i have told her</i> | <i>Yes</i> | <i>---</i> |

4) For each specific, do you do these actions already?

5) Choose a couple to begin incorporating into your style and dealings with others.