

SCORECARD

WORK SKILLS		MENTAL		COMPUTER		COMMUNICATION		PERSONAL QUALITIES	
Baseline Total									
Current Total									
Customer service		Learning		Windows		Verbal		Responsibility	
Leadership		Problem solving		Word processing		Presentations		Self Esteem	
Meetings		Goal Setting		Internet		Listening		Initiative	
Teamwork		Time Management		Email		Non verbal		Creativity	
Business Etiquette		Information Management		Other programs		Written			
Telephone									
SPIRITUAL		SOCIAL		RELATIONSHIP		EMOTIONAL		PHYSICAL	
Baseline Total									
Current Total									
Awareness		Small talk		Know yourself		Understand		Exercise	
Beliefs		Introductions		Self esteem		Identify		Nutrition	
Values		Table etiquette		Emotional IQ		Manage		Water intake	
Purpose		Tipping		Communication		Express		Breathing	
		Setting limits		Conflict resolution				Stress management	