

Mathers Clinic

Novotni Social Skills Checklist—Self-Report

Name: _____ Age: _____ Date: _____/_____/_____

TRAITS: How many of the following traits of highly likeable people are descriptive of you? Circle all that apply. Put a check by the ones you would like to work on.

sincere honest understanding loyal responsible responsible
 truthful trustworthy intelligent warm unselfish unselfish
 thoughtful considerate reliable kind humorous humorous

I. BASIC MANNERS: The ability to do the following social interactions.		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on.
		Use mannerly words like please, thank you, and you're welcome
		Express appreciation
		Receive compliments without discounting
		Give compliments regularly to others
		Apologize
		Accept the apology of others
		Introduce yourself
		Introduce others
		Use appropriate greetings
		Use appropriate ending comments
		Phone manners
		Mealtime behaviors (follow lead of host/hostess, chew with mouth closed, not open)
		Ask to have items passed, use napkins, elbows off the table, ask to be excused
		Making others feel comfortable in your home—hosting
		Offer to help others
II. VERBAL COMMUNICATION SKILLS: In conversation with others the ability to:		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on.
		Join a conversation without disruption
		Check—repeat what you heard and ask if you heard it right

II. VERBAL COMMUNICATION SKILLS: In conversation with others the ability to:		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on.
		Identify and reflect content of conversation—tracking
		Reflect content + feelings in conversations
		Use minimal encouragers to let others know you are following the conversation
		Use open questions to keep conversations going
		Ask for help when needed or desired
III. NONVERBAL COMMUNICATION SKILLS: Looking attentive when listening. When talking with others do you:		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on.
		Keep an open posture
		Face the person
		Lean forward
		Maintain appropriate eye contact
		Look relaxed
IV. COMMUNICATION ROADBLOCKS		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on.
		Miss pieces of information—"blinks"
		Use closed or naked questions
		Voice too loud or too soft
		Speaks too quickly



Crystal Lake: 145 S Virginia St, Crystal Lake, IL 60014
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Elgin: 420 Airport Rd, Ste C, Elgin, IL 60123
Fox Lake: 101 Towne Centre Ln, Fox Lake, IL 60020

phone: 815.444.9999 fax: **815.986.1363**
 phone: 815.444.9999 fax: **815.986.1363**
 phone: 847.462.6099 fax: **847.628.6064**
 phone: 224.908.3005 fax: **847.531.1296**

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IV. COMMUNICATION ROADBLOCKS		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on.
		Interrupt others
		Too quiet—rarely speaking in conversations
		Talk excessively
		Order or boss others
		Criticize—judge or evaluate others
		Minimize or not be considerate
V. ORGANIZATIONAL SKILLS—TRUSTWORTHY		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on.
		Difficulty with deadlines
		Difficulty being on time for meetings and appointments
		Difficulty remembering special occasions
		Too organized, rigid
		Difficulty managing money, bills, bank accounts, etc.
		Difficulty organizing your stuff
		Do what you agree to do
		Finish projects
VI. SELF CONTROL		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on.
		Take turns/wait
		Ability to handle
		Effectively manage conflict, negotiate, and compromise
		Effectively manage anger
		Refrain from aggressive behavior
		Assertiveness
		Impulsive spending
		Impulsive decision-making
		Filter thoughts avoiding impulsive words—blurting out things that hurt people
		Inappropriate touching of others
		Difficulty relaxing

VI. SELF CONTROL		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on.
		Excessive physical activity (trouble staying seated, fidgeting, feeling restless)
VII. KNOWLEDGE		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on.
		Understand attribution theory's role in social relationships
		Understand the importance of social exchange theory—give and take in relationships
		Understand the subtle cues that you give others with your body language
		Ability to pick up the subtext—socially perceptive
		Understand context
VIII. RELATIONSHIPS		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on.
		Sensitive to the needs of others
		Patient
		Creative
		Fun to be with
		Flexible—able to go with the flow
		Respect boundaries of others
		Treat others with respect
		Tolerance to differences of others
		Initiate invitations to others
		Difficulty with intimacy
		Have at least three close friends

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IX. SELF CARE		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on.
		Ability to nurture yourself
		Appearance—clean, neat, and appropriate for situations
		Ability to identify and express your feelings
		Self-esteem
		Participate in support groups
		Sense of humor
		Positive outlook—hope

SKILL AREAS TO WORK ON: Check the box to the left of each skill area that you want to work on.		
Not A Problem	Needs Improvement	
		Basic Manners Comments:
		Verbal Communication Skills Comments:
		Nonverbal Communication Skills Comments:
		Communication Roadblocks Comments:
		Organizational Skills Comments:
		Self-Control Comments:
		Knowledge Comments:
		Relationships Comments:
		Self-Care Comments:

