

# Soft Skills Improvement Checklist

## Daily Habits for Soft Skills Improvement

1. Practice active listening during conversations.
2. Record yourself speaking for 2 minutes and reflect.
3. Give one genuine compliment to a peer or colleague.
4. Note one team activity you participated in and your role.
5. Write down how you managed your time today.

## Self-Rating Tracker (1 - Poor, 5 - Excellent)

Skill	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Communication							
Teamwork							
Time Management							
Adaptability							
Emotional Control							

## 1-Week Goal-Setting

Write your soft skill improvement goals for the week:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

How will I measure success?

\_\_\_\_\_

What will I do differently each day?

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Rewards for completing my goals:

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