

B DAILY EMPATHY CHECKLIST

Try to check off as many items as possible throughout the day:

- I did not become defensive when criticized.
- I maintained a sense of humor in the face of adversity.
- I tried to see things from my coworker's perspective.
- I admitted when I made a mistake.
- I recognized how my behavior can impact others.
- I worked to inspire others instead of bringing them down.
- I showed compassion to my colleagues.
- I openly discussed my feelings when appropriate.
- I asked for clarification when I didn't understand something.
- I welcomed an opposing opinion or unfamiliar point of view.
- I set clear, realistic expectations with my colleagues and direct reports.
- I thought about what I was going to say before I jumped into a conversation.
- I practiced active listening.
- I cultivated an environment of compassion.
- I compromised with my teammates.