



The Integrity Habit: Mindful Communication - Self-Inquiry and Reflection

This questionnaire is designed as a self review regarding your communication skills. It is presented in two parts: A Self-Inquiry with three response options, and then a second-tier Reflection of your answers that offers the opportunity to look a bit deeper into your choices.

Please answer each question as honestly as possible. There are no inherently “right” or “wrong” answers. Although it may be clear to you what would be regarded as the “more mindful” response, this is simply a non-judgmental snapshot of the present, which will then open the doorway to making increasingly more mindful choices from this moment forward.

Part One. Self Inquiry:

I am mindful of the impact of how all my communication exchanges affect my friends and family, and act accordingly.	___ agree ___ disagree ___ don't know
I am mindful of the impact of how all my communication exchanges affect my colleagues and coworkers, and act accordingly.	___ agree ___ disagree ___ don't know
I am clear about what I am asking for when I make requests of others.	___ agree ___ disagree ___ don't know
I ask questions to ensure that others understand what I am trying to express.	___ agree ___ disagree ___ don't know
When I make promises or commitments to others, I can be counted on to be honorable to my word.	___ agree ___ disagree ___ don't know

I don't see vulnerability and/or asking for help as weaknesses.	___ agree ___ disagree ___ don't know
People feel safe to be vulnerable with me and/or ask for my help.	___ agree ___ disagree ___ don't know
People tell me they appreciate how I closely I listen to and pay attention to them.	___ agree ___ disagree ___ don't know
I am as interested in meeting the needs of others I care about as much as I am in meeting my own needs.	___ agree ___ disagree ___ don't know
I am genuine.	___ agree ___ disagree ___ don't know
I am honest.	___ agree ___ disagree ___ don't know
I can be trusted to keep secrets and hold confidences unless a person is in imminent danger.	___ agree ___ disagree ___ don't know
When I ask people to do things for me, I feel it is OK if they say "no."	___ agree ___ disagree ___ don't know
When people ask me to do things for them I feel OK in saying "no."	___ agree ___ disagree ___ don't know
I never try to make others feel guilty if they don't behave or do what I want them to do.	___ agree ___ disagree ___ don't know
When I am upset with someone I don't deliberately give them the "silent treatment."	___ agree ___ disagree ___ don't know
I do not hold my upset feelings inside and let them fester until I explode.	___ agree ___ disagree ___ don't know
I do not hold my upset feelings inside and hope things will just get better or hope the problem will just go away.	___ agree ___ disagree ___ don't know

I do not avoid discussing difficult subjects with others.	___ agree ___ disagree ___ don't know
I am able to channel my volatile emotions in a manner that will meet my need to express them without harming others in any way.	___ agree ___ disagree ___ don't know
I have healthy coping skills to manage my stress.	___ agree ___ disagree ___ don't know
I have healthy coping skills to manage my anger.	___ agree ___ disagree ___ don't know
I view conflict as an opportunity to grow and evolve.	___ agree ___ disagree ___ don't know
I am able to calmly stand in another person's shoes and openly listen to their point of view, even if I don't necessarily agree with it.	___ agree ___ disagree ___ don't know
I am calmly assertive and stand up for myself and for those I care about when the situation calls for it.	___ agree ___ disagree ___ don't know
I am skilled at expressing myself honestly and authentically without offending or pushing away others.	___ agree ___ disagree ___ don't know
I don't take criticisms personally, unless they are deliberately intended to be damaging.	___ agree ___ disagree ___ don't know
I "walk my talk" – what I espouse to believe is how I show up in all of my interactions with others.	___ agree ___ disagree ___ don't know
I am not competitive in a manner that wishes to harm those who I am up against.	___ agree ___ disagree ___ don't know

When someone does something I don't like, I do my best to let them know without attacking or yelling at them.	___ agree ___ disagree ___ don't know
I do not participate in malicious or mean-spirited gossip about others.	___ agree ___ disagree ___ don't know
I do things for others to express my joy to give, and do so without expectations or strings attached.	___ agree ___ disagree ___ don't know
I do not manipulate others sexually.	___ agree ___ disagree ___ don't know
I do not abuse my power.	___ agree ___ disagree ___ don't know
I never do things for others motivated out of fear or guilt.	___ agree ___ disagree ___ don't know
When others are speaking, I focus my attention totally on what they're saying and resist thinking about what I will say next.	___ agree ___ disagree ___ don't know
When I am angry or upset I don't take it out on others who have nothing to do with the problem.	___ agree ___ disagree ___ don't know
When others are in distress, I try to be present with them without automatically trying to "fix" them or the problem.	___ agree ___ disagree ___ don't know
I don't need approval from others in order to feel good about myself.	___ agree ___ disagree ___ don't know
I do not seek approval from others for purposes of survival.	___ agree ___ disagree ___ don't know
I do not compromise my personal integrity to get what I want or need from others.	___ agree ___ disagree ___ don't know
I take responsibility for my thoughts, choices, actions and behaviors regardless of the situation.	___ agree ___ disagree ___ don't know

I refrain from portraying myself as a victim or manipulating others to be on my side of a conflict.	___ agree ___ disagree ___ don't know
I do not tolerate any form of abuse: physical, verbal, mental or emotional.	___ agree ___ disagree ___ don't know
I do not abuse others physically, verbally, mentally or emotionally.	___ agree ___ disagree ___ don't know
I don't fall into the auto-pilot behavior of blaming, excusing, projecting, justifying or defending myself when deep down I know I am responsible for my side in any given situation.	___ agree ___ disagree ___ don't know
When I make mistakes, I don't beat myself up; instead I reflect upon what I've learned and how I might act differently in the future.	___ agree ___ disagree ___ don't know
I am able to accept praise without my ego becoming over-inflated, or by exhibiting false modesty.	___ agree ___ disagree ___ don't know
When I make mistakes or have hurt others, I apologize and make amends as quickly as possible.	___ agree ___ disagree ___ don't know
When others do things I like, I express my appreciation and/or gratitude for the beneficial nature of how their actions have contributed to both my and other people's lives.	___ agree ___ disagree ___ don't know
When I communicate with others, I am consciously aware of my intentions and the power of the words I use and how they will impact them.	___ agree ___ disagree ___ don't know
When I am not at my best due to not feeling well, under stress, lack of sleep, etc., I try to stay away from or minimize my contact with others so I don't impact them negatively	___ agree ___ disagree ___ don't know

When I communicate with others, I am consciously aware of the tone of my voice and how it will impact them.	___ agree ___ disagree ___ don't know
When I communicate with others, I am consciously aware of the sound and volume of my voice and how it will impact them.	___ agree ___ disagree ___ don't know
When I communicate with others in person, I am consciously aware of my physical appearance and how it will impact them.	___ agree ___ disagree ___ don't know
When I communicate with others in person, I am consciously aware of my body language and facial expressions and how they will impact them.	___ agree ___ disagree ___ don't know
When I communicate with others, I am consciously aware of their personal space and boundaries and treat them with respect.	___ agree ___ disagree ___ don't know
I am patient.	___ agree ___ disagree ___ don't know
I tend to think before automatically reacting.	___ agree ___ disagree ___ don't know
I do not express road rage.	___ agree ___ disagree ___ don't know
I am polite to people in service jobs.	___ agree ___ disagree ___ don't know
I do not anonymously attack people on social media, emails, in comment sections of blogs or articles, etc.	___ agree ___ disagree ___ don't know
It is not difficult for me to say "I am sorry" and genuinely mean it.	___ agree ___ disagree ___ don't know
It is not difficult for me to say "thank you" and genuinely mean it.	___ agree ___ disagree ___ don't know

<p>I do my best to forgive others when possible and try to not let my anger or hurt affect my life for longer than is healthy.</p>	<p>___ agree ___ disagree ___ don't know</p>
<p>I don't consider myself to be "above" or "beneath" others.</p>	<p>___ agree ___ disagree ___ don't know</p>
<p>I respond to important emails, phone calls, etc. in a timely manner.</p>	<p>___ agree ___ disagree ___ don't know</p>
<p>I respect people's time and do my best to always be punctual for dates, reservations, movies, meetings, appointments, etc., and if I will be detained I contact the person(s) I am meeting and someone at the location if appropriate.</p>	<p>___ agree ___ disagree ___ don't know</p>
<p>I turn off my cell phone at the movies, during performances, at the dinner table with others, in meetings and at restaurants, unless it is acceptable to leave it on.</p>	<p>___ agree ___ disagree ___ don't know</p>
<p>If I must talk on my cell phone while driving I only do so when I can pay attention to driving first and foremost</p>	<p>___ agree ___ disagree ___ don't know</p>
<p>I am sensitive to the company I am with and pay attention to what I say so as not to offend others with my language, strong opposing opinions, etc.</p>	<p>___ agree ___ disagree ___ don't know</p>
<p>I am tactful.</p>	<p>___ agree ___ disagree ___ don't know</p>
<p>I possess fairness and good sportsman-like behavior.</p>	<p>___ agree ___ disagree ___ don't know</p>
<p>I have good manners and practice appropriate social and cultural etiquette to the best of my ability.</p>	<p>___ agree ___ disagree ___ don't know</p>

Part Two: Reflection:

You can either respond below your answers in the Self-Inquiry section or use a notepad or journal for this part of the self-review process. Feel free to write down any thoughts that may arise.

Review your “agree”, “disagree”, and “don’t know” answers.

- For each statement you **agreed** with, reflect upon the following self-assessment *without judgment*:



“On a scale of 1 -5, with 1 being ‘I could use a little improvement’ and 5 being ‘no improvement is necessary,’ what is my honest opinion?”

- For each statement you **disagreed** with, reflect upon the following self-assessment *without judgment*:

“On a scale of 1 - 5, with 1 being ‘I just need a little improvement’ and 5 being ‘I need a lot of improvement,’ what is my honest opinion?”

- For each statement you **don’t know** whether you agree or disagree with, reflect upon the following self-assessment *without judgment*:

“On a scale of 1 - 5, with 1 being ‘I don’t care to know the answer’ and 5 being ‘I’d really like to know the answer,’ what is my honest opinion?”

Communicating mindfully in all of our interactions with others regardless of any challenging dynamics that may exist between parties is an art - one that is energetically akin to dance or poetry that is imbued with grace and attention to the slightest detail. Those who consciously choose to practice this art do so with radical self-honesty and compassion for their own human-ness as well as that of others, knowing that none of us is perfect.

At the same time, vigilant yet non-obsessive practice results in an ever-increasing refinement of our expression. Hopefully this occurs along with increased empathy for the challenges everyone faces in a world populated with human beings who will misinterpret our communications due to their own filters of emotion, prejudice, projections, gender, status, religious and political beliefs, fears and past wounds. It is an exercise in futility to attempt to make everyone understand us in the way we intend to be heard, but it is definitely possible to become as mindful as possible regarding the many ways we communicate with others so that misinterpretations can be drastically reduced. In tandem, it is imperative to also learn how to interpret the messages being sent to us as accurately as possible.

Suzanne Matthiessen

EthicallyIntelligent.org