# Olivia’s Professional Communication Checklist

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| Time Block | Questions and comments are about things I am working on. | I stay on topic by listening to what someone else is saying and responding with a comment or question about the same topic. | I use a level 2 voice when having a conversation. | I use professional words to let others know when I am done with the topic. | I talk about non-work topics during my breaks and after work. | I say “okay” when others let me know they are done with a topic. |
| 9:00 – 9:30 | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |
| 9:30 – 10:00 | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |
| 10:00 – 10:30 | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |
| 10:30 – 11:00 | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |
| 11:00 – 11:30 | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |
| LUNCH | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |
| 12:00 – 12:30 | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |
| 12:30 – 1:00 | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |
| 1:00 – 1:30 | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |
| 1:30 – 2:00 | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |
| 2:00 – 2:30 | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |
| 2:30 – 3:00 | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |