

WHAT IS YOUR EQ? (ETIQUETTE QUOTIENT)

0 Never; 1 Rarely; 2 Every now and then; 3 Sometimes; 4 Pretty much of the time; 5 Always

1	I turn off the ringer to my cell phone when I am in a meeting.	
2	I avoid answering cell phone calls when I am talking with someone else	
3	I avoid making cell phone calls from a table in a restaurant, even when I am eating alone.	
4	I avoid putting my cell phone on the table (meeting, restaurant, etc)	
5	I find a private, quiet place to make and take cell phone calls.	
6	I start my emails with a salutation or the name of the recipient somewhere in the first sentence.	
7	I use an "auto-signature" on my email that identifies all of my pertinent contact information.	
8	I copy ONLY those people who REALLY need to read the email.	
9	I "clean up" emails before forwarding them, so that future readers don't have to read anything unnecessary.	
10	I use upper and lower case in my email correspondence.	
11	I personally sign all of my written correspondence.	
12	My voice mail messages leave a clear description of how to contact me or my assistant.	
13	I leave detailed messages on others' voice mail, including my name, phone number, time of day, information or request, and the best time to reach me.	
14	I stand and extend my hand for a firm handshake every time I meet someone in a business situation.	
15	I arrive at meetings early or on time, and well prepared.	
16	I place my nametag on my right side, when possible, so that people can easily see it when shaking my hand.	
17	I wait to start eating until the host or hostess raises his or her fork.	
18	When dining, I avoid putting my elbow or arm on the table, and keep my unused hand/arm on my lap.	
19	If I need to leave the table during the meal, I put my napkin on my seat, and say "excuse me." (no other explanation needed)	
20	I pace my eating so that I don't finish eating ahead of the group.	
	Total	

How did you rate?

- 90-100: Etiquette buff!
 80-89: Emily Post would be proud.
 70-79: You're doing well, just a bit of fine-tuning.
 60-69: Could add a few etiquette tricks to your bag.
 50-59: We're glad you're working on this!
 0-50: We're **really** glad you're working on this!

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