



## Progress Tracker: Professionalism, Civility, and Effective Communication

This progress tracker is designed to help you monitor your daily advancements in cultivating critical aspects of professionalism, civility, and effective communication. Whether used digitally or as a printable document, it offers a structured way to track your improvements, ensuring consistent progress in your professional development.

### Instructions:

- **Frequency:** Update this tracker at the end of each day based on your interactions and activities.
- **Scoring:** Rate your performance in each area on a scale from 1 (needs improvement) to 5 (excellent).
- **Notes:** Add specific notes about situations that stood out, what you learned, and areas for improvement.

Date	Professionalism (1-5)	Civility (1-5)	Effective Communication (1-5)	Notes
Example: MM/DD/YYYY	4	5	4	Focused on active listening during a team meeting.
MM/DD/YYYY				
MM/DD/YYYY				
MM/DD/YYYY				

**Weekly Reflection:** At the end of each week, review your scores and notes. Identify patterns, celebrate successes, and make a plan for addressing any consistent challenges.