

**A ✓ list for both role models and students. Add your thoughts, ideas, and your plan to turn this list into your individual, habit-forming behaviors for a lifetime of exceptional and rewarding social graces and acceptance—*good manners!***

**Daily practice:**

**Magic Words** (Please, Thank You, You are welcome, I'm sorry, Excuse me)

*Your Plan:*

**Positive body language and facial expressions** (posture, eye contact, body movement)

*Your Plan:*

**Healthy appearance** (neat and clean)

*Your Plan:*

**Dress** (right for the occasion)

*Your Plan:*

**Use of proper table manners** (utensil use, elbows off the table, no talking with full mouth, no cell phones on the table, napkin use, table conversation—among others)

*Your Plan:*

**Word choice** (positive and appropriate language with complete and clear meaning)

*Your Plan:*

**Expressing compliments** (let others know you admire and appreciate their accomplishments)

*Your Plan:*

**Following rules** (know, understand, and practice them)

*Your Plan:*

**Time-conscious behavior** (respect start and end time, assignment due dates)

*Your Plan:*

**Responsible behavior** (do what you say you will do—when and where)

*Your Plan:*

**Participate** (share your blessings, knowledge, time, and your heart—join academic associations, band, sports, and volunteer for community projects)

*Your Plan:*

**Show RESPECT**—*to yourself, family, and others at all times: no exceptions!*