

# **The Honorable Leslie Waters (USA)**

**Vice Mayor of Seminole, Florida  
Former Member of the Florida State Legislature**

A SHORT LESSON:

BUILDING PROFESSIONAL RELATIONSHIPS WITH YOUR COLLEAGUES



The least important word: I

The most important word: WE

The 2 most important words: THANK YOU

The 3 most important words: ALL IS FORGIVEN

The 4 most important words: WHAT IS YOUR OPINION?

The 5 most important words: YOU DID A GOOD JOB.

The 6 most important words: I WANT TO UNDERSTAND YOU BETTER.

*The above "lesson" should remind each elected official the important words to use when dealing with other elected officials.*

# YOUR REPUTATION, YOUR CHARACTER

*No number of titles, degrees, offices, designations, awards, licenses, or other credentials; or self-worth, money and belongings can substitute for basic honest integrity when it comes to the power of influencing others.*

## Measuring Your Integrity, Self-Reflection

Mark  
YES or NO

1. Do I treat people fairly, even if I gain nothing?
2. Am I the same person in the spotlight as I am when I am alone?
3. Do I quickly admit wrongdoing without being pressed to do so?
4. Do I make difficult decisions, even when they have a personal cost attached to them?
5. Do I put people ahead of my personal agenda?
6. Do I have an unchanging standard for moral decisions, or do circumstances determine my choices?
7. Am I accountable to at least one other person for what I think, say, and do?
8. Am I transparent with others?

YES – This is good, you are doing right.  
NO - These areas may need your attention.

## **ARE YOU A GOOD LISTENER?**

*This is an inventory to help you assess your listening habits.  
Circle the number if you agree with the question.*

1. Do you ever day dream when you think a speaker has nothing interesting to say?
2. Can you tell from a person's appearance/delivery that they will have nothing worthwhile to say?
3. When you are puzzled or annoyed by what someone says, do you interrupt the speaker?
4. Do you listen primarily for facts rather than ideas when someone is speaking?
5. When someone is talking to you, do you pretend to be paying attention when you are not?
6. When somebody is talking to you, are you easily distracted by outside sights and sounds?
7. Do certain words, phrases, or ideas prejudice you so that you cannot listen objectively?
8. Do you refuse to give the other party a chance to talk?
9. Do you interrupt while someone is making a point?
10. Do you impact the feeling that your time is being wasted?
11. Are you constantly fidgeting with a pencil or paper?
12. Do you ever get the speaker off the subject?
13. Do you stifle new suggestions immediately?
14. Do you overdo your show of attention by nodding too much or saying yes to everything?
15. Do you insert humorous remarks when the other person is being serious?
16. Do you frequently sneak looks at your watch or the clock while listening?
17. Do you ask questions that indicate that you have not been listening?
18. Do you put the other person on defensive when you ask a question?
19. Do you anticipate what the other person will say next?
20. Do you go out of your way to avoid hearing things you feel will be too difficult to understand?

*If you agreed with 10 or more of the above questions, you need to work on your listening skills.*