

# Appearance and Professional Image – Activity 1

## “BEST” Grooming Habits

INSTRUCTIONS: Place an “X” beside each item below that is a good grooming habit. If a statement is incorrect, write correct version beside it.

- \_\_\_\_\_ 1. Bathe weekly - \_\_\_\_\_
- \_\_\_\_\_ 2. Exercise regularly - \_\_\_\_\_
- \_\_\_\_\_ 3. Shampoo hair daily if needed - \_\_\_\_\_
- \_\_\_\_\_ 4. Brush teeth every three days - \_\_\_\_\_
- \_\_\_\_\_ 5. Shave monthly - \_\_\_\_\_
- \_\_\_\_\_ 6. Manicure nails regularly - \_\_\_\_\_
- \_\_\_\_\_ 7. Have hair trimmed once a year - \_\_\_\_\_
- \_\_\_\_\_ 8. Do not brush or comb hair- \_\_\_\_\_
- \_\_\_\_\_ 9. Never use antiperspirant or deodorant - \_\_\_\_\_
- \_\_\_\_\_ 10. Practice good posture - \_\_\_\_\_
- \_\_\_\_\_ 11. Use mouthwash weekly - \_\_\_\_\_
- \_\_\_\_\_ 12. Wash face monthly - \_\_\_\_\_
- \_\_\_\_\_ 13. Wear a wrinkled outfit - \_\_\_\_\_
- \_\_\_\_\_ 14. Wear an outfit 10 times before washing - \_\_\_\_\_
- \_\_\_\_\_ 15. Brush hair weekly \_\_\_\_\_

Review your answers above and reflect on areas for improvement.

Soft Skills @ Work



## Soft Skills @ Work

