



# TriMetrix®HD Self Discipline and Sense of Duty

# Self Discipline and Sense of Duty

The measure of strength you have in the convictions with which you rule your own conduct; the compulsion that you have to be true to the ideals you have set for yourself.

## Why is this skill important?

People with good self-discipline and a Sense of Duty feel a need to be consistent and true to themselves in all their actions. They will have an inner strength that enables them to weather even the most difficult situations. Because this strength is internal as opposed to an external force, such as societal pressures or a supervisor's instructions, it provides a sense of strength that they are able to use to bolster their beliefs in a chosen direction or course of action.

A person who is not self-disciplined or who doesn't have a strong Sense of Duty does not tend to focus on an internal belief structure, and in fact may be swayed too easily by external forces. The lack of an innate guide can result in a tendency to lack commitment to a chosen path or course of action—in difficult situations, this person may question his or her own actions.

Having good self-discipline and a strong Sense of Duty enables you to stick to your principles and goals regardless of difficult circumstances. This isn't to say that you should be closed-minded and unwilling to compromise—open-mindedness and a willingness to compromise are essential to effective teamwork and good management. But it IS to say that you must learn what your principles and your goals are, and which things you just won't compromise on.

Let's say you are a recovering alcoholic, and someone asks you to support a local brewing company's new marketing program. Would it be unreasonable for you to turn down the request? NO! But saying no can be difficult. Your self-discipline and Sense of Duty must be strong enough for you to feel secure in yourself in such situations.

What if you have designed a solution to a difficult company problem? Your solution isn't popular because it's labor-intensive. But you know that NOT implementing your solution could cost your department three jobs. How do you find the strength, self-discipline, and Sense of Duty to stick to your guns?

First, you have to define for yourself what your priorities are. Then, you have to determine what steps need to be taken to reach your goals—while maintaining the principles you feel you must uphold. Having good self-discipline and a strong Sense of Duty enables you to make just this kind of difficult decision, take hard actions, and maintain your focus on long-term goals.

### **What are skills associated with Self Discipline and Sense of Duty?**

Someone who has mastered skills associated with Self-Discipline and Sense of Duty:

- Has clearly defined his or her principles and short-and long-term goals.
- Is able to evaluate new situations objectively.
- Measures actions or possible solutions against his or her set of principles.
- Is able to prioritize activities based on greatest need or importance.
- Is able to make difficult or unpopular decisions based on long-term gain.
- Maintains his or her principles in the face of difficulty or disagreement.

### **How do you develop your own skills and improve your Self Discipline and Sense of Duty?**

- Recognize that you have an important role to play—in your personal life and your professional life.
- Set goals in your personal and professional life—set them high, but not too high to achieve.
- Define your guiding principles—principles you want to live by and limitations you absolutely believe in.
- When you set goals, make sure you have a true interest in fulfilling them. In other words, don't set goals you can't really believe in achieving.
- Prioritize things in your life according to their importance. Make sure you include your family, personal interests, faith, volunteering, AND your job in the equation.
- Make careful plans for achieving your goals. Break goals down into manageable tasks, and set deadlines for your achievement of smaller milestones.
- Listen carefully and openly to other people. Give them the respect you would want to receive from them.

- Think about your principles before you speak or take action on a new situation.
- Believe in your own convictions; they are no less important than anyone else's.
- Don't compromise your principles. • Be true to your word if you promise something to someone (especially to yourself!), follow through on it.
- Believe in the importance of your job, and strive to approach every task with strong commitment to completing it with integrity and intelligence.
- If you are asked to compromise your principles or behave in a way that you believe is improper, speak up. Don't do it!
- Respect other people's convictions. Don't force other people to behave in ways that compromise THEIR principles.
- Develop your courage. Sometimes you may have to make decisions that are unpopular or disliked because they are in the best interest of your company or department. Do your best to communicate your reasons for acting as you must, but don't let negative feedback stop you from doing what you know is right.
- Talk with people you trust and whose values are similar to yours about difficult situations or decisions.

# Self Discipline and Sense of Duty

## **Activities**

### **Activity 1: Courage of Your Convictions**

Make a list of the positives that you bring to the workplace—to your clients or customers, to your co-workers and managers, to your suppliers and dealers. What positive traits do you bring—your integrity, know-how, experience, products, services, etc.

## Activity 2: Principles

Think carefully about your morals, principles, and convictions.  
What are four principles that you want to live by at all times?

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

What are four convictions that you won't be moved on four things that you absolutely won't compromise?

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

## Activity 3: Affirmations

In this Activity, I'd like to think of ten affirmations about what kind of person you want to be.  
The simplest format for writing affirmations like this is, "I am the kind of person who \_\_\_\_\_".

Example: I am the kind of person who is always on time for appointments.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

5

6

7

8

9

10

#### Activity 4: Reflections

Has there ever been a time when you were asked to do something you thought was morally wrong in the workplace? Has there ever been a time when someone asked you to behave illegally? Has there ever been a time when you were made uncomfortable by something your job required?

What was the situation?

What did you do?

How did you feel?

What else could you have done?

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