



Program Description

"DISCIPLINE!"

Putting Your Nose to the Grindstone

Discipline refers to your ability to maintain consistent, productive behavior. Are you persistent in completing your high priority tasks, without getting sidelined by menial activities? Do you put your nose to the grindstone each day, or do you only work hard when you're in the mood? Do you have a set of "rules" for yourself that govern your behavior and activity? Many people tell some form of, "I do really well one day, but then I get into a funk and can't get back on top of things." Sure, everyone has an "off day." But if you're self-disciplined, you exhibit *consistent* focus in your day-to-day work, even if you don't feel like it.

Course Objectives

1. Learn when you typically feel "up" during the day and work effectively during this time.
2. Control perfectionism, realizing that some things are "good enough."
3. Avoid procrastination! Don't wait until the last minute!
4. Force yourself to slow down when necessary: speed can be counterproductive.
5. Determine what you need to accomplish each day, so others don't dictate your schedule.
6. Establish personal rules and policies to avoid the things you know distract you.
7. Handle common tasks on a daily basis, rather than weekly or monthly.
8. Arrive at appointments and meetings on time or early.
9. Avoid taking work home or on vacation.
10. Put your "nose to the grindstone" every day and put in a good day's work.

