

Manager’s Toolbox: Self-Discipline

Action Steps

1. Think about your current training program. Are there departmental or organizational needs areas that are not being addressed? Write them here.

2. What unspoken expectations do you have of your staff? Initiative? Independent problem solving? Whatever those expectations are, write them down here and resolve to start giving them air time in your regular staff meetings.

3. Write down the names of staff members whose positive efforts have gone unnoticed. Take action today to reward them, verbally or in other ways.
