

Discipline and Character

Categorizing Character Traits

Below are eight statements dealing with positive character traits. Determine whether each of the statements refers to loyalty (L), dependability (D), or honesty (H). Write L, D or H to the left of each statement.

- _____ 1. Getting to work on time
- _____ 2. Being fully trustworthy
- _____ 3. Standing up for friends and employer
- _____ 4. Admitting mistakes
- _____ 5. Calling in when work must be missed
- _____ 6. Giving an honest day's work
- _____ 7. Working hard and keeping private company policies confidential
- _____ 8. Doing what one promises to do

Excuses

- 1. List five tasks you avoid doing by making excuses.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

Soft Skills @ Work



2. List your five "favorite" excuses.

- 1.
- 2.
- 3.
- 4.
- 5.

3. List the ways you could avoid having to make the excuses you listed above.

Soft Skills @ Work

