



The Character & Ethics Project

Dedicated to promoting and encouraging good character and ethical behavior at home and in our communities.

Newsletter for June

Word of the Month: SELF - DISCIPLINE

NOUN: 1. Correction or regulation of oneself for the sake of improvement. 2. The ability to make yourself do things you know you should do even when you do not want to. 3. Training and control of oneself and one's conduct, usually for personal improvement.

In This Month's Newsletter:

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News, Events & More –

Inaugural Youth Employment Fair Meets with Success.

The Verdugo School-to-Career Coalition developed an outstanding resource for teens seeking summertime employment and local businesses by coordinating the first Youth Employment Fair. Together the Verdugo School-to-Career Coalition, Glendale Employment Development Department and the Character and Ethics Project worked to train, educate and prepare nearly 40 High School students for job interviews with participating businesses.

The interactive pre-employment skills training included job application and resume development; job interview techniques; personal presentation skills; education on the current job market; standard state employment law; and training on being a successful employee. Additionally each student participated in a two hour interactive training seminar on ethics in the workplace.

The students were dedicated and energetically prepared for the opportunity to meet with a variety of employers and present themselves as viable employment candidates. The participating businesses commented on the organization of the event and the maturity, poise and confidence displayed by all of the students.

Based on the success of this event the planning committee has dedicated ourselves to providing the Youth Employment Fair again next year.

We would also like to thank Burger King, Enterprise Rent-A-Car, LA Graphico, Marie Calendars, Old Navy, Toyota of Glendale, United Parcel Service, YMCA of Glendale and YMCA Camp Fox for participating in the event, and for their continued support of the program.



Community Role Models Recognized –

On May 15, 2003 the Character and Ethics Project held our Spring Business and Employee Recognition Ceremony. The community recognition program is designed to honor community members who exemplify good character - and puts the spotlight on our real role models, and inspires all who hear their stories.

The Business and Employee Recognition is held quarterly throughout the year. Individuals and businesses are nominated by employers, co-workers and neighbors by providing a completed nomination form and a detailed narrative describing why the individual or business is deserving of recognition.

Individual Award Recipients:

- | | |
|-----------------------------------|---|
| 1. Everet Milner | Dwelling Doctor Associates |
| 2. Anahid Sarian | Armenian American Chamber of Commerce |
| 3. Jose Garcia | Verdugo Job Center |
| 4. Larby Abouh | Verdugo Job Center |
| 5. Scott Reese | Glendale, Parks Recreation Community Services |
| 6. Sandy Sandin | Senior Administrative Secretary, GUSD |
| 7. Paul and Letha Christiansen | Glendale Community |
| 8. Dick Feely | Glendale Community |
| 9. Andrea Crissman | PTA President, R. D. White Elementary School |
| 10. Sharon Mayeux | Monte Vista Elementary School |
| 11. Diane Lapastol | La Crescenta Elementary School |
| 12. Gracia Martinez | Franklin Elementary School |
| 13. Ezabella Khalafian | Franklin Elementary School |
| 14. Teresa Lomeli | Franklin Elementary School |
| 15. Cindy Del Rosal | Franklin Elementary School |
| 16. Stephen Williams | Franklin Elementary School |
| 17. Diana Springfield | Franklin Elementary School |
| 18. Robert Escobar | Roosevelt Middle School |
| 19. Karen Marie Sorrenti-Williams | Roosevelt Middle School |
| 20. George Engbrecht | Roosevelt Middle School |

- | | |
|-----------------------------|---|
| 21. John Dieterich | Eleanor J. Toll Middle School |
| 22. Medik Avanesian | Eleanor J. Toll Middle School |
| 23. Dede Weber | Eleanor J. Toll Middle School |
| 24. Roy Allmon | Rosemont Middle School Kiwanis Builders Club |
| 25. Orenda Tuason | Rosemont Middle School Kiwanis Builders Club |
| 26. Shannon Estrada | Rosemont Middle School |
| 27. Jack Silverstein | Rosemont Middle School |
| 28. Joann D'Abusco | Rosemont Middle School |
| 29. Leslie Galban | Rosemont Middle School |
| 30. Bill Irace | Crescenta Valley High School |

Business Award Recipients:

- 1. YMCA of Glendale Winter Shelter**
- 2. Hollygrove Children & Family Center**
- 3. Family Medicine Center**



Keys to Self – Discipline:

Mastering self-discipline is the key to success and it can be learned. In order to learn self-discipline you need to first know the characteristics of self-disciplined achievers. There are several fundamental characteristics that identify a self-disciplined achiever.

- 1. The first is a strong sense of purpose.**
- 2. Self-disciplined achievers have a mentor or someone they wish to emulate.**
- 3. Self-disciplined achievers have the ability to visualize.**
- 4. Self-disciplined achievers have a strong belief in self.**
- 5. Patience.**
- 6. Perseverance.**
- 7. Planning.**
- 8. The self-disciplined achiever is always learning.**
- 9. The last characteristic of the self-disciplined achiever is that they love what they do.**

The way to learn self-discipline is to study the characteristics and adapt them. Be honest with yourself and work on the ones that you are weak in and in no time at all they will become a habit. There is no lasting success without self-discipline. But, once you become familiar with the characteristics of the self-disciplined achiever, you'll be able to adapt your own life to include these positive values.

Adapted from “Self-Discipline is the Key to Success” by Patti Brotherton



“Promote Self-Discipline!” - by Susan M. Heathfield

You can't do anything about the past; as an employer, you can't affect the environments in which your employees were raised. You can't control the work environments in which they developed the skills, knowledge, and work ethic that they bring to your organization. What can you control? You can create a work environment and supervisory interactions which encourage the people you employ to develop and practice self-discipline. When people practice self-discipline, the need for supervisory intervention, or discipline imposed externally is minimized. Supervisors get to spend their time on the fun stuff: encouraging, developing, and relationship-building. The following ideas will help you create an environment in which people practice self-discipline.

Make your expectations clear. People need to know exactly what is expected from them. If you want to see continuous improvement, initiative, and problem solving, let them know. Present the basic job description which is informative, yet not all encompassing, because you want to encourage some flexibility. In addition, spend time with new employees talking about what is important to you and your organization. It is time well-invested.

When you see initiative and self-discipline in action, fan the flame. Praise the individual, offer support and make sure the idea or process is implemented. Tell the person how much you appreciate their contribution and that you hope the contributions continue. Reward the person in ways that are important to the individual. Consider options such as more pay, time off, time and attention from the supervisor, a special assignment, a committee leadership role, or a training and personal development opportunity.

Treat the people you employ as if they are adults, which they are! Think about how adults want to be treated. They want minimal rules and guidelines, only the policies necessary to ensure an ordered, fair, consistent work environment. They want to provide input about any decision that involves themselves or their work. The best work places promote individual and group success and raise the self-esteem of staff members.

Provide good training especially for new employees, or when implementing a new work process. Provide training in problem solving and in process improvement so people have the tools they need to contribute to continuous improvement.

Make all policies and procedures available to all employees. Solicit input from employees before implementing a new policy. Discuss new policies in staff or team meetings. Allow time for questions and discussion.

Make your work place a safe place for people to try out thoughtful, new ideas. Make every effort to ensure people are not "punished" when an idea fails to work as intended.

Spend time meeting with staff members regularly. Walk through your work area regularly.

Know what is going on with the people who report to you. Use a coaching approach to encourage the development of each person in your organization. When a staff member asks you what to do, or how to approach an assignment, ask her what she thinks is best.

Encourage open communication between yourself and the people who report to you. Communicate all the information that is available about your business, your customers, your profitability, and your mission and vision. Share the organization's overall goals. The more people know, the more they can act independently to help you.

30 Daily Quotations for June: Self - Discipline

1. **"By constant self-discipline and self-control you can develop greatness of character." ~ Grenville Kleiser**
2. **"Everybody starts at the top, and then has the problem of staying there. Lasting accomplishment, however, is still achieved through a long, slow climb and self-discipline." ~ Helen Hayes**
3. **"Persistence is self-discipline in action." ~ Brian Tracy**
4. **"Something in human nature causes us to start slacking off at our moment of greatest accomplishment. As you become successful, you will need a great deal of self-discipline not to lose your sense of balance, humility, and commitment." ~ H. Ross Perot**
5. **"The only discipline that lasts is self-discipline." ~ Bum Phillips**
6. **"Respect your efforts, respect yourself. Self-respect leads to self-discipline. When you have both firmly under your belt, that's real power." ~ Clinton Eastwood, Jr.**
7. **"In reading the lives of great men, I found that the first victory they won was over themselves...self-discipline with all of them came first." ~ Harry S. Truman**
8. **"Your mental attitude is something you can control outright and you must use self-discipline until you create a Positive Mental Attitude - your mental attitude attracts to you everything that makes you what you are." ~ Napoleon Hill**
9. **"With self-discipline most anything is possible." ~ Theodore Roosevelt**
10. **"Only if we can restrain ourselves is conversation possible. Good talk rises upon much self-discipline." ~ John Erskine**
11. **"Most true happiness comes from one's inner life, from the disposition of the mind and soul. Admittedly, a good inner life is difficult to achieve, especially in these trying times. It takes reflection and contemplation and self-discipline." ~ William L Shirer**

12. **"Self discipline is when your conscience tells you to do something and you don't talk back." ~ W. K. Hope**
13. **"Character is doing the right thing when nobody's looking. There are too many people who think that the only thing that's right is to get by, and the only thing that's wrong is to get caught." ~ J. C. Watts**
14. **"The truth of the matter is that you always know the right thing to do. The hard part is doing it." ~ H. Norman Schwarzkopf**
15. **"If I've got correct goals, and if I keep pursuing them the best way I know how, everything else falls into line. If I do the right thing right, I'm going to succeed. ~ Dan Dierdorf**
16. **"To see what is right, and not to do it, is want of courage or of principle." ~ Lisa Alther**
17. **"To make the right choices in life, you have to get in touch with your soul. To do this, you need to experience solitude, which most people are afraid of, because in the silence you hear the truth and know the solutions." ~ Deepak K. Chopra**
18. **"I haven't failed. I've found 10,000 ways that don't work." ~ Thomas A. Edison**
19. **"If people knew how hard I worked to achieve my mastery, it wouldn't seem so wonderful after all." ~ Michelangelo**
20. **"For every disciplined effort there is a multiple reward." ~ Jim Rohn**
21. **"The man who can drive himself further once the effort gets painful is the man who will win." ~ Roger Bannister**
22. **"Consider the postage stamp: its usefulness consists in the ability to stick to one thing till it gets there." ~ Josh Billings**
23. **"If you know you are on the right track, if you have this inner knowledge, then nobody can turn you off... Regardless of what they say." ~ Barbara McClintock**
24. **"The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor." ~ Vincent Thomas "Vince" Lombardi**

25. "If there is no wind, row." ~ Latin Proverb
26. "What you have to do and the way you have to do it is incredibly simple. Whether you are willing to do it, that's another matter." ~ Peter F. Drucker
27. "Strength does not come from physical capacity. It comes from an indomitable will." ~ Mahatma Gandhi
28. "People do not lack strength; they lack will." ~ Victor Hugo
29. "When the will is ready the feet are light." ~ Proverb
30. "You are what you repeatedly do. Excellence is not an event – it is a habit." ~ Aristotle

Please feel free to distribute this newsletter to your friends, family and coworkers. If you know of anyone who would like to join our growing list of recipients please ask them to email us and ask to be included in our mailing list. Contact information is provided below.

Thank you all for your continued support.



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