

## *Using Your Strengths to Achieve Success: Discipline*

You enjoy routine and structure. Your world is best described by the order you create. Your talent is valuable because it makes you efficient and effective. First, it motivates you to organize tasks. Then, it keeps you motivated to complete those tasks.

## Applying to Academics

### General Academic Life

- Schedule all assignments, exams, and papers due for the term.
- Clean and organize your living space before any major assignments are due or before an examination period.
- If you are in a self-paced class or a class with minimal structure, develop your own structure to ensure that you meet the class requirements.

### Study Techniques

- Before starting papers, talk to instructors to find out what they expect and how they will grade the papers.
- When you come across an unfamiliar word, finish the sentence, look the word up, then reread the sentence.
- When preparing for a test, get organized. Collect all notes, have terms defined and facts highlighted and/or listed, and have possible questions available.



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### Relationships

- Find some friends who are as organized as you are. You will not disappoint each other.
- Be the organizer for your friends, giving them friendly calls to remind them of when and where you are meeting for dinner, a movie, or other get-togethers.

### Extracurricular Activities

- Join a group in which you can use your organizational talents to help plan some major events, breaking down tasks to ensure that deadlines will be met.

### Applying to Major/Career Path

- Environments that value attention to detail and commitment to accuracy will be a good fit for you. Read about the work that air traffic controllers, brain surgeons, tax specialists, and executive assistants do.

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### Apply to Job Search

#### In the Job Search

- Your discipline helps you categorize the tasks you need to do in the job search process, including resources you can use, people you need to talk with, and paperwork to complete. You are skilled at making a list of all the tasks you plan to complete for the day and checking them off as you complete them.
- Search for careers that allow you to maintain order for yourself and others. Consider working in companies that provide a steady environment where follow-through is necessary.
- Tips: A routine will increase your productivity. Schedule tasks such as information interviews, applications, networking contacts to make, and other similar job search duties.

#### In the Interview

- You can highlight your skills of organization and timeliness when accomplishing goals. You are a stable, constant worker who can be depended on to finish ongoing and day-to-day projects.
- In the job interviews you are well-prepared because you have organized your materials and interview information. Employers will see your confidence and responsibility.



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- Tips: Think through all kinds of potential interview questions so that you won't be thrown off during the interview. Try to leave some room for adaptability if the question is slightly different than the one for which you are prepared.

### Apply to Careers

#### In the New Position

- Your discipline may be challenged by abstract thinking challenges and an influx of unexpected assignments. Do your best to apply your orderly approach to these so you still feel in control.
- Remember to give yourself some time to make a plan and then to execute it to avoid becoming overwhelmed.