

## WORKPLACE WRITING PROMPT - #2

**TOPIC:** Self Discipline in the workplace

**QUESTION:** Write an informational essay describing self-discipline and why it is important in the workplace. How is it a life skill and a workplace skill? Why do employers want employees to have self-discipline?

### DIRECTIONS:

1. Read the following texts:
  - DISCIPLINE
  - What is Self-Discipline?
2. As you read the texts, think about details from the texts you might want to use in your essay. You may highlight key points and ideas.
3. After reading the texts, create a plan for your essay. Think about ideas, facts, definitions, details, and other information or examples you want to use.
4. Write a 5 paragraph essay with an introduction, 3 body paragraphs, and a conclusion. Each paragraph should contain 3-6 sentences. Follow this outline:
  - **Introduction paragraph #1** - Introduce the topic clearly and provide a focus. Explain what the essay will be about. Turn the topic question into a statement.
  - **Paragraph #2** - Describe what self-discipline is and give examples of it. Discuss how it is a life skill that transfers to work.
  - **Paragraph #3** - Discuss why self-discipline in the workplace is important. Give examples of situations at work that would require self-discipline.
  - **Paragraph #4** - Tell about some things an employee can do to improve their own self-discipline. Include how this would improve their work performance.
  - **Conclusion Paragraph #5** - Provide a summary of the information just presented.
5. Be sure to use correct sentence structure, grammar, punctuation, and spelling. Use clear language and vocabulary. Use appropriate and varied transitions to create cohesion. Be sure to use information and details from the texts.

## DISCIPLINE

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Discipline is simply a matter of doing what we must, without wasting time or energy worrying about whether or not we feel like it. When we develop the habit of plunging in without whining, complaining, or procrastinating, we are on our way to genuine freedom.

We may not want to face it in such stark terms, but the choice is self-discipline or dependency; boss yourself or be bossed. We require a boss because we lack the discipline to boss ourselves. We resent the boss because he or she reminds us of our dependency. Resentment, in turn, robs us of the creative power we need to break the yoke of dependency. As we break through the comfort zones of limited thinking and habitual behavior, we discover that freedom is not the ability to do what we feel like doing but the ability to choose what to do and follow through.

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## WHAT IS SELF-DISCIPLINE?

It is the ability to perform your job and be productive when:

- You are tired
- You do not feel well
- You are angry
- You have family problems
- You have to work harder than other employees
- You know you are getting paid less than other employees
- You get yelled at by a supervisor
- You are short of help
- You are under pressure
- You are under stress
- You do not have the proper equipment
- You have poor working conditions
- You are too hot or too cold
- You wanted to go to a party with your friends but are scheduled to work
- You requested a day off and it was denied
- You do not like your job
- You feel unappreciated
- Your coworkers are lazy
- Another employee is trying to start a confrontation with you and you do not respond
- Other employees are making fun of you because the boss likes the way you work hard
- Other employees are pressuring you to be just as lazy as them