Performance Character and Moral Character

Adaptability  Caring  Ambition  Civility  Citizenship  
Craftsmanship  Confidence  Courage  Compassion  
Critical Thinking  Collaboration  Cooperation  Courtesy  
Dependability  Creativity  Emotional Intelligence  
Diligence  Curiosity  Empathy  Forgiveness  
Drive  Determination  Friendliness  Graciousness  
Effort  Entrepreneurship  Generosity  Gratitude  
Enthusiasm  Endurance  Honesty  Honor  Hope  
Grit  Imagination  Initiative  Humility  Integrity  
Passion  Justice  Loyalty  Kindness  Love  
Perseverance  Organization  Moderation  Mercy  
Positive Attitude  Pride in Work  Patience  Peacefulness  
Resilience  Resourcefulness  Responsibility  Respect  
Self-Awareness  Thrift  Self-Control  Sensitivity  
Service  Truthfulness  Trustworthiness  
Work Ethic  Wisdom

Adapted from Lickona & Davidson (2005).
Excellence & Ethics™ Tools

Character SWOT Analysis

Reflect on internal character strengths and weaknesses, and external character development opportunities and threats:

- **Strengths** (Moral & Performance Character Strengths or Positive Habits):
  - Adaptable
  - Ambition
  - Craftsmanship
  - Critical Thinking
  - Dependability
  - Creativity
  - Drive
  - Effort
  - Grit
  - Initiative
  - Resilience
  - Positive Attitude

- **Weaknesses** (Moral & Performance Character Weaknesses or Limitations):
  - Caring
  - Civility
  - Confidence
  - Cooperation
  - Creativity
  - Curiosity
  - Determination
  - Entrepreneurship
  - Endurance
  - Imagination
  - Passion
  - Perseverance
  - Resourcefulness

- **Opportunities** (Asset Building Actions & Activities):
  - Citizenship
  - Compassion
  - Empathy
  - Emotional Intelligence
  - Emotion
  - Pride in Work
  - Responsibility
  - Self-Awareness
  - Service
  - Thrift
  - Truthfulness

- **Threats** (Harmful Situations, Contexts, or Influences):
  - Cooperation
  - Courtesy
  - Honesty
  - Honorable
  - Integrity
  - Loyalty
  - Kindness
  - Moderation
  - Respect

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Featuring Excellence & Ethics™ Knowledge and Tools
Habits for Excellence

1. Practice with focus, intensity, consistency, and persistence.

2. Find the will to start and the grit to stick with it.

3. Seek capable coaching and constructive critique.
### Habits for Excellence Personal Profile

Please indicate how closely the statements below reflect your own attitudes and beliefs.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Not true for me</th>
<th>Sort of true for me</th>
<th>Definitely true for me</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I believe that through hard work I can improve at most anything.</td>
<td></td>
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<tr>
<td>2. I believe that natural ability is the most important factor in determining success.</td>
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<tr>
<td>3. I worry about how my abilities compare to those of others.</td>
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<tr>
<td>4. I am afraid of failure.</td>
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<tr>
<td>5. I am always looking for ways to improve.</td>
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<tr>
<td>6. I often struggle to motivate myself to work harder.</td>
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<tr>
<td>7. I look for challenges and opportunities that test and stretch my abilities.</td>
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<tr>
<td>8. I often settle for “good enough.”</td>
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<tr>
<td>9. I believe you’ve either got ability or you don’t, and that no amount of practice can change that.</td>
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<tr>
<td>10. I am able to make myself practice to improve skills that I am not good at.</td>
<td></td>
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<tr>
<td>11. I am able to take constructive criticism and advice and use it to improve.</td>
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<tr>
<td>12. I am able to work hard on my own to improve my skills and abilities.</td>
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<tr>
<td>13. I am able to engage in intense and concentrated practice for extended periods of time.</td>
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<tr>
<td>14. I am able to practice a skill over and over until I have it mastered.</td>
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<tr>
<td>15. I am able to make myself practice to improve at things I don’t like.</td>
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</table>
Mindset of Motivation

3 Essentials for Enhancing Willpower & Grit

1. Focus on your **end-goals**.
   - Push past what is inconvenient or uncomfortable by keeping your end-goals in mind.

2. Focus on what you **can control**.
   - No matter what the challenge or situation, you get to choose how to respond.

3. Focus on **growth** and **improvement**.
   - Break your overall goal into smaller sub-goals in order to track your progress.
   - Learn from failures and setbacks; keep moving; keep improving.
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**Attitude + Effort = Improvement**

**AEI Rubric**

- (1) Bad Attitude
- (2) Good Attitude
- (3) Great Attitude

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### Excellence & Ethics™ Tools

#### Time Commitment Template

<table>
<thead>
<tr>
<th>IDENTIFY</th>
<th>PRIORITIZE</th>
<th>ORGANIZE</th>
<th>PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the tasks that you need to accomplish?</td>
<td>Which tasks are the most important? (What will happen if it doesn’t get completed? What will get put off if I do this instead?)</td>
<td>By when does each task need to be done? How long will each task take?</td>
<td>Within the available time when is the BEST time to do each task? (Place? When you’re fresh and can concentrate? When help is available?)</td>
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</tbody>
</table>
Excellence & Ethics™ Tools

Time Management
Troubleshooting Tips

» **Know your limits.** We rarely regret saying, “No.” But we often regret saying, “Yes.”

» **Reflect to recover.** Reflect continuously on where your time goes. Recover lost and wasted time and recommit it to whatever matters most.

» **Multi-task with care.** It can help recover lost time, OR prevent the concentrated effort many tasks require.

» **Attack procrastination.** The best defense is a good offense: Do immediately the things you don’t like or are worried about.

» **If you want more time, get more energy.** You’ll be more positive and productive with healthy life habits like good nutrition, consistent exercise, rest, and rejuvenation.
Grow-and-Let-Go Strategies

» **Embrace challenges** as opportunities to push and stretch yourself.

» View mistakes and failures as **opportunities to learn**.

» Continue to find ways to **develop** in areas of weakness.

» **Seek the help** of others.
Complete the Self-Study below:

<table>
<thead>
<tr>
<th></th>
<th>RARELY</th>
<th>SOMETIMES</th>
<th>OFTEN</th>
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</thead>
<tbody>
<tr>
<td>I worry about failing or making mistakes.</td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
</tr>
<tr>
<td>I worry about how I compare to others.</td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
</tr>
<tr>
<td>I try to hide my struggles or weaknesses from others.</td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
</tr>
<tr>
<td>I feel embarrassed if I can't be good at everything.</td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
</tr>
<tr>
<td>I feel embarrassed if I have to ask for help.</td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
</tr>
<tr>
<td>I worry about what others think and say about me.</td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
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<tr>
<td>I worry about things from the past or in the future.</td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
</tr>
<tr>
<td>I struggle to let go of past mistakes or failures.</td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
<td><img src="image" alt="Rating" /></td>
</tr>
</tbody>
</table>

The more these feelings and behaviors creep into your life, the LESS LIKELY you are to reach your potential and the MORE LIKELY you are to experience distress.

Since these stressors are within our control, we can begin decreasing them today!
Excellence & Ethics™ Tools

Goal Achievement Process


Support & Challenge:
Expertise, Encouragement, Accountability
Goal Map


How:

When:

Starting Point

1. action step(s)
   2. action step(s)
   3. action step(s)
   4. action step(s)

Desired Goal

1. action step(s)
   2. action step(s)
   3. action step(s)
   4. action step(s)

Support & Challenge:

Expertise, Encouragement, Accountability

Who: When:

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Blueprint for Life

Bring direction, purpose, energy, and adventure to your life by creating a blueprint for achieving diverse life goals.

1. Identify your goals.
2. Organize and prioritize.
3. Develop a plan of action.
4. Get started today.
5. Monitor progress; revise as needed.

Adapted from Hal Urban
### Blueprint for Life Map

Reflect on the prompts below and fill in five goals for each category. Think in terms of possibilities, not limitations!

<table>
<thead>
<tr>
<th>Hobbies I’d like to try:</th>
<th>Things I’d like to learn how to do:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>5.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>People I’d like to meet:</th>
<th>Things I’d like to improve about myself:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
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<td>2.</td>
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<td>5.</td>
<td>5.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Places I’d like to visit:</th>
<th>Things I’d like to accomplish in music, sport, and/or the performing arts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<td>5.</td>
<td>5.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Educational goals I’d like to pursue:</th>
<th>Adventure challenges I’d like to try:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
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<td>2.</td>
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<td>5.</td>
<td>5.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Things I’d like to create, make, or build:</th>
<th>Events I’d like to attend:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
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<td>2.</td>
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<td>5.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>World/community problems I’d like to solve:</th>
<th>Jobs or professions I’d like to try:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
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<td>2.</td>
<td>2.</td>
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<td>5.</td>
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</table>
Belief Box

Stand up for your beliefs, for your ideas, and for what inspires you.

» Reflect on your beliefs and ideas, on who and what has shaped you, on what inspires and guides you.

» Express what you believe, what motivates and drives you.

» Take a stand for your personal life-code/philosophy.
Belief Box Self-Study

• What’s the best advice anybody has ever given you?
• What advice would you offer somebody your age to help them make the most of their life?
• How will you know if you are living the life you’re supposed to live?
• Explain your definition of a “successful person.”
• Share your thoughts on what you believe is harder to achieve, wealth or happiness.
• What are the essential qualities of a good friend?
• What does it mean to you to be a good friend?
• What would be the features of your ideal job?
• What’s something you think you’d like to do for a living, but you worry that you couldn’t make enough money doing it to make a living?
• Explain what you believe is more important, fitting in or standing out.
• What’s something you would love to do for a living, even if nobody would pay you for it?
• What’s a job you think you would jump out of bed with joy each day to go and do?
• Share your thoughts about the following statement: “There’s so much pressure to find a job that pays well, that it is difficult to think about what jobs you’d actually enjoy doing.”
• If you only had 30 days to live, how would you spend your time?
• What does it mean to “live a life of purpose”?
• What is something you feel you absolutely must accomplish before you die?
• Share your thoughts about whether you believe one person can really make a positive difference in the world.
• What is the secret to finding happiness?
• What’s one sure way to be unhappy?
• Describe the relationship between money and happiness.
• Share your thoughts about the following statement by Abraham Lincoln: “Most people are about as happy as they make up their mind to be.”
• What’s the secret to success?
• Who are the individuals you would most like to interview to discuss their secrets to success?
• If you only had 30 days to live, what things that you worry about now, would no longer be worth worrying about?
• If you could do something to make a positive difference in the world what would it be?
• If you returned for a reunion 20 years from now, what would you hope to be able to say about yourself?
• What’s one problem affecting society today that you think will be gone 100 years from now?
• Why don’t more people follow their dreams?
• How does fear of failure prevent us from pursuing our dreams?
• What things in life are more important than money?
• What would you like people to say about you at your funeral?
Obstacles are those frightful things you see when you take your eyes off your goal.

~ Henry Ford