

# ANTHONY BUILDING BLOCKS

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## DISCIPLINE

*“Discipline is the bridge between goals and accomplishment.”*  
– Jim Rohn

In the workplace, Discipline, as a word, implies the absence of chaos and unacceptable behaviors in an employee.

Discipline is also a force that guides employees to observe rules and procedures which are necessary for the **effective** functioning of the business.

When an employee is disciplined, it drives them to success and inspires others.

### Discipline at Work involves 3 things:

1. **Self-Discipline:** This is when an employee maintains professional control of their actions with a determination to achieve the goals of the employer.
2. **Orderly Workplace Behaviors:** This refers to an employee’s engagement to function successfully in the workplace. It must exist for the operational growth of processes and performance.
3. **Corrective Instruction:** This is used to prevent disruptiveness. When an educated and properly-trained worker goes astray in their tasks, they may require individualized instruction to end inappropriate actions or work behaviors that may impede operational success.

There are 2 types of discipline in the workplace. Both play an important role in the creation of success. To succeed, a business has to be aware of and able to identify both of these disciplines in their staff, leadership, and overall direction of the services being offered.

**NEGATIVE DISCIPLINE:** Everyone has heard of this discipline because of negative behaviors. This identifies a person’s inability to conform to certain work requirements that could place them at risk of employment.

**POSITIVE DISCIPLINE:** Very few people are able to define discipline in the workplace with a positive meaning. For example, someone can be very disciplined at a task or the job they perform.

**HOT STOVE RULE:** This means, whether negative or positive, treat each discipline as if it is a hot stove. What happens if you touch a hot stove? It gets your immediate attention! Take action by recognizing quickly to acknowledge communicate about both positive and negative discipline.

However, when taking action or communicating with your staff, make sure you take the time to plan your interaction thoroughly. Don't react to the hot stove irrationally. A successful discipline response can become a fire that can spread throughout your staff to help you reap the benefits of both a negative and positive discipline experience.

*"Discipline is the refining fire by which talent becomes ability."*  
- Roy L. Smith

Remember, the primary and the principal outcome of workplace discipline is that it controls behavior. When disciplinary rules in a workplace are clear and transparent, enforced consistently, and applied equally to every employee, employees understand how they are supposed to behave and where they stand. Employees are more likely to acknowledge, accept, and respect the rules when they know these rules will be enforced. This reduces the probability that a disciplinary action is going to be needed.

*"Rule your mind or it will rule you."*  
- Horace

Control your destination during chaos or times of disciplinary concerns. Leaders must run the business. When you disregard having critical conversations regarding discipline, you begin to allow the business to run you. The outcome of this leads to a complete operational breakdown.

Also, adopting a positive, instead of punitive, approach to workplace discipline will help you communicate proper disciplinary accountability that will motivate your employees to perform better. However, solely using a positive approach might not be beneficial when you're dealing with chronic misbehavior or in cases where the worker isn't responsive to interventions. That's why it's always a good idea to combine both these methods to create a holistic discipline process for your employees.

As leaders, we must be strategic in our positive and negative responses toward discipline. Therefore, the conclusion is simple: provide an employee with a professional, well-thought, and concise communication in a results-driven manner to acknowledge and improve workplace discipline.

If you have good communication and are disciplined in the workplace, you will notice your staff begin to perform at a higher level, including improvements in their time management.

*"Success doesn't just happen. You have to be intentional about it, and that takes discipline."*  
- John C. Maxwell