



## Individual Reflection and Planning Worksheet

For the mental and moral qualities listed in the table below indicate one of the following for each:

- Underdeveloped for your current stage of character development (U)
- Effective for your current stage of character development (E)
- Over-relied upon for your current stage of current development (O)

<b>Mental Qualities</b> The ability to...	<b>U, E, or O</b>
<b>Reason</b> Consciously applying logic to seek truth and draw conclusions from new or existing information. Selecting and assessing evidence, creating, and testing hypotheses, weighing competing arguments, evaluating means and ends, developing and applying mental shortcuts.	
<b>Make Decisions</b> The act of choosing between two or more courses of action. Decisions need to be capable of being implemented, whether on a personal or organizational level.	
<b>Focus</b> To concentrate on something in your environment and direct mental effort toward it.	
<b>Anticipate</b> To see what could happen ahead of time so you can be better prepared to take advantage of any new opportunities or avoid any potential challenges.	
<b>Choose Your Responses</b> To respond to any stimulus using conscious choice rather than to react based upon circumstance, environment, or habit.	
<b>Demonstrate Confidence</b> Trust in your own judgment, capacities, and abilities. Valuing yourself and feeling worthy, regardless of any imperfections or what others may believe about you.	
<b>Be Resilient</b> To withstand adversity and bounce back from difficult life events.	
<b>Create</b> To transcend traditional ways of thinking or acting, and to develop new and original ideas, methods, or objects.	
<b>Adapt</b> To adjust to changes in your environment. To respond quickly to changing ideas, responsibilities, expectations, trends, strategies, and other processes.	



Moral Qualities	U, E, or O
<b>Honesty</b> Speaking the truth. Presenting yourself in a genuine and sincere way, without pretense, and taking responsibility for your feelings, behaviors, words, and actions.	
<b>Integrity</b> Being trustworthy and ethical in your actions and behaviors. Consistent adherence to values, principles, and moral standards when no one is watching. Transparent in your dealings and committed to doing the right thing, regardless of circumstances.	
<b>Fairness</b> Treating people justly, not letting your personal feelings bias your decisions about others.	
<b>Courage</b> The ability to face fear, uncertainty, or adversity with bravery. The ability to do something difficult even when there's risk. Doing and saying what you think is right despite opposition.	
<b>Respect for Self</b> Holding yourself in esteem and believing you are good and worthy of being treated well. Knowing what you stand for, what your values are, and being accepting of both your strengths and weaknesses.	
<b>Respect for Others</b> Treating people with consideration and dignity. Accepting people for who they are, even when they're different from you or you don't agree with them. Regarding someone well for their qualities or traits.	
<b>Fortitude</b> The ability to face and endure difficult situations and challenges with perseverance and determination. Demonstrating the mental and emotional strength to withstand hardships and to persevere in the face of adversity.	
<b>Loyalty</b> Willingness to make an investment or personal sacrifice for the well-being of others. Faithfulness to commitments or obligations.	

List the mental and moral qualities that you identified as underdeveloped (U). For each underdeveloped quality you list, identify the benefits of developing it. Then, outline ideas for developing each of those mental or moral qualities.

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List the mental and moral qualities that you identified as over-relied upon (O). For each over-relied upon quality you list, identify reasons why you may be using it to the exclusion of other mental and moral qualities. Then, outline ideas for regulating each of those mental or moral qualities, including, if appropriate, which other mental or moral qualities that you may want to incorporate into your character profile instead.

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**Ready for More?**

The career, leadership, and executive coaches at Inspired Training Institute would like to help you refine your plan and take thoughtful action toward your ongoing character development. The BY FABLE model from *Is This a Lousy Job or Is It Me?: A Real-Life Guide for Achieving Success at Work* can guide you toward greater success in your career and life. Contact us at [www.inspiredtraining.net](http://www.inspiredtraining.net).