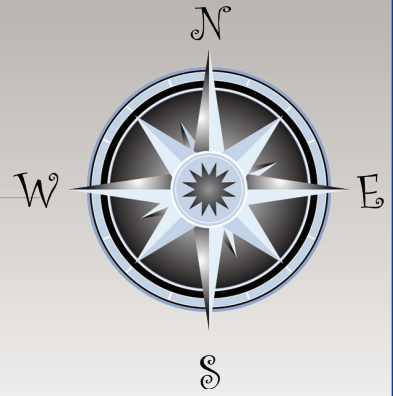


The Character Principle of

DEPENDABILITY



Lies and sneakiness are little bombs that will destroy trust that others have in you.

PRINCIPLE OF THE WEEK

Dependability is one of the building blocks of quality relationships. Generally, this means that you have the reputation of doing what you say you are going to do. If you are viewed as a dependable person, it is because you are known to be stable and to keep your word. You have earned the right to be trusted because you have proven to be reliable on multiple occasions. Trust is a mental state that can be easily destroyed. Failure to show up, keep a promise or follow up on details can damage trust. Sometimes one bad action can destroy years of confidence.

Everything that has value inspires confidence and trust. Just like the physical laws that are based upon absolutes like gravity, they always work. Gravity is consistent so we learn to live and build our lives around this constant law. Likewise, our businesses and families are built and established around people who are stable and constant. Dependable people are the “go to” people. They are the ones who are sought out for the important things because they have proven themselves in the little things.

Benefits

You will reap many benefits from being a person others can depend upon:

- You will earn the trust of others. This is an essential factor for lasting success in any relationship whether it be a friendship, partnership or any other type

of associate.

- You will earn the respect of others. They will come to believe in and rely on you and this will increase your value to them and bring you additional opportunity.
- You will build efficient teams and create a positive environment. When people realize they can depend on you, it will inspire their confidence in your abilities. People will want to work with you because they know things will get done.

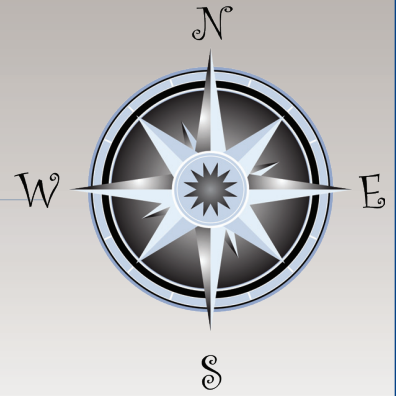
Characteristics

If you are dependable, you possess these four elements:

- You have integrity. This means you are willing to be accountable and follow through on what you say. You take responsibility for getting the job done. You do not change your story based on circumstances and have the courage to do what is right even when the situation is difficult.
- You are honest. You do not lie or make promises you can't keep and you don't participate in cheating.
- You are trustworthy. You fulfill your commitments large and small. You realize it is important to keep your word because you recognize there are consequences for what you say and do. You are on time for your appointments and complete the assignments that are given to you on time and with a smile. You take pride in

Action Plan for

DEPENDABILITY



yourself and your work.

- You are loyal. You love to work in a team environment and exceed what is expected of you. You care for your fellow team mates, keep their secrets and are able to say “no” if that is required. You take care of others – your family, friends and team mates – with pride.

Steps to Follow

- Be a person of your word, and expect others to do the same. Be frank, open, and sincere. Speak in a manner that is easy to understand and follow through on what you promise.
- Be stable, consistent and predictable. Learn to become single minded... disciplined in your thoughts, decisions, and emotions. Deliberately consider every challenge or decision that comes your way and choose a path that is ethically consistent.
- Appreciate time – both your time and others time - as a valuable resource. Remember that your attitude towards time always determines the quantity and quality of what you produce.
- Never use excuses. Be honest. Face reality. Avoid falling into lies to cover up your mistakes or weaknesses. This will only make things worse for you and will multiply the damage.
- Stay focused as you continually work to build a good reputation. A machine is valued according to its dependability over a long period of time. It builds its reputation by consistently performing without need for a lot of maintenance. People are valued the same way. Your long term track record is what will build your reputation. Lack of dependability will

detract from your reputation and can kill the potential of a good future.

Remember... Thoughts become actions. Actions become habits. Habits become our destiny.

Reflect and respond

- Share some characteristics of a dependable person.
- What is the most important quality in the people that you trust?
- Have you ever experienced difficulty rebuilding damaged trust in a relationship?
- Which of the Steps to Follow will you commit to this week?

Evaluate yourself from 1 to 10	1	2	3	4	5	6	7	8	9	10
Why did you give yourself this rating										
What benefits will you obtain by raising your rating?										
What specific action can you put into practice to test the benefits of this principle?										
Check list for the daily reading of this principle	M	T	W	T	F	S	S			

Completed

Not completed