

DECISIVENESS

Definition: Decisiveness means that you are able to make good decisions without delay. Get all the facts and weigh them against each other. By acting calmly and quickly, you should arrive at a sound decision. You announce your decisions in a clear, firm, professional manner.

Suggestions for Improvement: Practice being positive in your actions instead of acting half-heartedly or changing your mind on an issue.

INITIATIVE

Definition: Initiative is taking action even though you haven't been given orders. It means meeting new and unexpected situations with prompt action. It includes using resourcefulness to get something done without the normal material or methods being available to you.

Suggestions for Improvement: To improve your initiative, work on staying mentally and physically alert. Be aware of things that need to be done and then to do them without having to be told.

DEPENDABILITY

Definition: Dependability means that you can be relied upon to perform your duties properly. It means that you can be trusted to complete a job. It is the willing and voluntary support of the policies and orders of the chain of command. Dependability also means consistently putting forth your best effort in an attempt to achieve the highest standards of performance.

Suggestions for Improvement: You can increase your dependability by forming the habit of being where you're supposed to be on time, by not making excuses and by carrying out every task to the best of your ability regardless of whether you like it or agree with it.

Judgment

Definition: Judgment is your ability to think about things clearly, calmly, and in an orderly fashion so that you can make good decisions.

Suggestions for Improvement: You can improve your judgment if you avoid making rash decisions. Approach problems with a common sense attitude.

Justice

Justice is defined as the practice of being fair and consistent. A just person gives consideration to each side of a situation and bases rewards or punishments on merit. Suggestions for improvement: Be honest with yourself about why you make a particular decision. Avoid favoritism. Try to be fair at all times and treat all things and people in an equal manner.

Integrity

Definition: Integrity means that you are honest and truthful in what you say and do. You put your sense of honesty, sense of duty, and sound moral principles above all else.

Suggestions for Improvement: Be absolutely honest and truthful at all times. Stand up for what you believe is right. Before all else do a personal integrity scan. Go back and revisit the previous leadership traits. Reflect on which of these are your core values. What are your core values? What do you stand for?

TACT

Definition: Tact means that you can deal with people in a manner that will maintain good relations and avoid problems. It means that you are polite, calm, and firm.

Suggestions for Improvement: Begin to develop your tact by trying to be courteous and cheerful at all times. Treat others as you would like to be treated.