

# FACET WORKSHEET

You completed a training and were energized to make changes in thinking and/or behavior. However in spite of your best efforts, you do not follow through.

The difference between a great idea and great results is **discipline**—your plan and consistent execution of the plan. The purpose of **FACET** is to translate what you want to accomplish into what you will specifically **DO** to change your thinking and/or behavior. The key to **FACET** is to keep it simple and realistic.

FACET	Discipline method	What you will do
<p><b>FOCUS</b>            “Pick and post”  <i>Choose one thinking/behavior for the week and keep this uppermost in your mind</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Select 1-2 behaviors to focus on for the week</li> <li><input type="checkbox"/> Target a specific event to practice behaviors(s)</li> <li><input type="checkbox"/> Post visibly in workplace</li> <li><input type="checkbox"/> Reminders on calendar</li> <li><input type="checkbox"/> Write on card and carry it with you</li> </ul>	
<p><b>ACCOUNTABILITY</b>            “Tell others”  <i>Ensure that you will be held accountable to do what you have said you will do</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Tell your team</li> <li><input type="checkbox"/> Tell your family</li> <li><input type="checkbox"/> Get a great coach</li> <li><input type="checkbox"/> Ask for real-time feedback</li> </ul>	
<p><b>CONSEQUENCES</b>            “Carrot and stick”  <i>Build in positive and negative consequences for your actions</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make it a competition (with points and rewards)</li> <li><input type="checkbox"/> Set up a fine/penalty arrangement with others</li> <li><input type="checkbox"/> Make it part of your formal performance review</li> </ul>	
<p><b>EASIER TO DO</b>            “Easier to do than not”  <i>Eliminate barriers and set up for action</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make a commitment</li> <li><input type="checkbox"/> Actively get support and encouragement</li> <li><input type="checkbox"/> Start small and easy with large potential pay-off</li> <li><input type="checkbox"/> Schedule it into daily life</li> </ul>	
<p><b>TRACKING</b>            “Simple monitoring”  <i>Record your progress with tracking</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep track at the same time each day—create a habit</li> <li><input type="checkbox"/> Build into existing discipline – PDA, personal organizer, log</li> <li><input type="checkbox"/> Create a checklist for simple daily check-off</li> <li><input type="checkbox"/> Use simple method – index cards</li> </ul>	