



# In the Loop

JULY 2023

## Improving Your Self-discipline

Self-discipline is a crucial skill that can help you reach professional goals and milestones. It describes your ability to focus on a task or goal to accomplish it. You likely have strong self-discipline if you're consistent, responsible, ambitious and persistent.

In the workplace, self-discipline may look like being able to easily motivate yourself to do exciting and uninteresting tasks, being punctual and having a strong work ethic. It can make the difference between knowing your goals and achieving them.

Improving your self-discipline is an exercise of the mind. Similar to strengthening a muscle, your self-discipline can be improved with practice. Whether you struggle with self-discipline or pride yourself on your ability to focus, here are some strategies for enhancing self-discipline at work:

- **Begin small.** Start by selecting an area of your life where you could benefit from greater self-discipline and focus on a particular task you could improve, like meeting all your deadlines. Continue to practice until discipline becomes a habit.
- **Confront your perception.** You may be able to accomplish more than you believe is possible. Challenge your notions of what you can and cannot achieve to strive for new accomplishments.
- **Make tasks manageable.** If you're struggling to complete a large task, divide it into several smaller assignments. Take breaks when you need to refresh your energy or boost motivation.

- **Create time for high-priority tasks.** Maximize your attention span by scheduling time to focus on certain essential tasks. Although multitasking may be necessary throughout the day, creating space in your calendar for high-priority responsibilities can help you complete them promptly.
- **Avoid distractions.** Resist the urge to check your phone or talk to a co-worker when completing tedious tasks. This helps improve your self-control, which can ultimately strengthen your self-discipline.
- **Set achievable goals.** Give yourself something to work toward by setting goals you can accomplish. This can motivate you to keep practicing self-discipline even when it's difficult.

Exercising self-discipline can make challenging tasks seem more manageable. It can also help you advance your career by reaching long-term goals. Staying focused and practicing self-discipline even when you fail is a vital way to set yourself up for future professional success.



## Report Shows the Majority of Employers Are Embracing Hybrid Work

A recent survey from employment and labor firm Littler shows that most (71%) employers currently have hybrid work arrangements. Just 16% of surveyed organizations required in-person work. Despite the shift toward remote and hybrid work, some organizations are increasing in-person requirements in 2023.

The survey found that organizations are planning to shift work arrangements in the following ways:

- Nearly half (48%) plan to reduce remote work with more time on-site.
- Over one-third (39%) plan to keep work schedules the same.
- Just 12% plan to offer more flexibility and remote work options.

A recent report by software company iCIMS found that remote and hybrid work is still widely popular among employees. Nearly all (93%) of surveyed workers said flexibility was top of mind in their current job situation. Here's what surveyed employees said about remote work options:

- More than half (63%) said a primary consideration in accepting a position was whether it was remote, hybrid or in-person.
- The majority (57%) feel they have a good work-life balance.
- Although flexibility is desired, 48% prefer full-time in-person work.
- Nearly 1 in 5 (17%) prefer hybrid work, and 15% prefer fully remote work.

Although surveyed workers were divided on work-from-home and in-person work preferences, a [2021 Pulse of the American Workforce Survey](#) found that many fully remote workers reported feelings of disconnect and pressure to be always available as primary issues with the work-from-home model. In fact, over half (54%) took less time off due to unclear workplace expectations.

Stricter in-person requirements from employers in 2023 may help establish explicit workplace norms that will clarify job expectations.

Speak to your manager for more information about working arrangements.

