



DAILY SUCCESS HABITS

Create Daily Habits To Support You

BACKGROUND

- ▶ We often overlook the **IMPORTANCE** of **DAILY HABITS** in managing ourselves and our lives. But it's often the small changes we make to our daily routines that enable the **BIG** changes in our lives and careers.
- ▶ This tool helps you build a simple personal framework around which the rest of the day's activities fall into place. Create an infrastructure so that no matter what happens you feel calm and assured.

1. My Top 3 **PRIORITIES** in life right now are:

1. _____ 2. _____ 3. _____

2. My Top 3 **PRIORITIES** in life right now are:

1. _____ 2. _____ 3. _____

3. What supportive daily habits - **SPECIFIC DAILY ACTIONS** - could you

Introduce? Write up to 5 actions that best support you – including your **HOME, PERSONAL** and **WORK-LIFE**. They must be **SPECIFIC** and **MEASURABLE** so you know exactly what to do, and can clearly say you have completed the step!



TIP:

You know yourself. Where do you sabotage yourself regularly? What ideas do you already (perhaps secretly) have?



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EXAMPLES:

<ul style="list-style-type: none"> • Have 15 minutes of silence or alone time each day 	<ul style="list-style-type: none"> • Make all my calls in the first hour of the day
<ul style="list-style-type: none"> • Drink 8 glasses of water a day 	<ul style="list-style-type: none"> • Write my top 3 priorities for the day out every morning before starting work
<ul style="list-style-type: none"> • Be at my desk by 8.00am / leave by 6.00pm every day 	<ul style="list-style-type: none"> • Eat lunch away from my desk
<ul style="list-style-type: none"> • Eat a healthy breakfast every morning 	<ul style="list-style-type: none"> • Connect daily with partner/spouse (5 mins listening)
<ul style="list-style-type: none"> • Be in bed by 10.30pm 	<ul style="list-style-type: none"> • Write all appointments down - in one place
<ul style="list-style-type: none"> • Do at least 30 mins exercise/activity every day 	<ul style="list-style-type: none"> • Meditate for 30 minutes each morning before breakfast

Habit	Benefit to me
01 _____	01 _____
02 _____	02 _____
03 _____	03 _____
04 _____	04 _____
05 _____	05 _____



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Which 3 habits will you COMMIT to?

I will start _____ tomorrow _____

I will start _____ next week or _____

I will start _____ next month or _____

**5. Who do I need to BE to implement these habits?
I will be someone who is:**

1. _____ 2. _____ 3. _____

REMEMBER: It takes time and practice to implement new habits. They start as simple actions and gradually, as you do them regularly, they become habits. It can take anything from 21-30 days to implement a new habit, and a few months to cement a habit, so be kind to yourself on the days you don't remember and just start again the next day!

