



# Daily Success Habits

Create Daily Habits That 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 STRESSORS 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?

**EXAMPLES:**

- Have 15 minutes of silence or alone time each day
- Drink 8 glasses of water a day
- Be at my desk by 8.00am / leave by 6.00pm every day
- Eat a healthy breakfast every morning
- Be in bed by 10.30pm
- Do at least 30 mins exercise/activity every day
- Make all my calls in the first hour of the day
- Write my top 3 priorities for the day out every morning before starting work
- Eat lunch away from my desk
- Connect daily with partner/spouse (5 mins listening)
- Write all appointments down - in one place
- Meditate for 30 minutes each morning before breakfast

**Habit**

**Benefit to me**

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

**4. 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!