



# My Supportive Daily Habits!

- We often overlook the IMPORTANCE of DAILY HABITS in managing ourselves and our lives. However, it is often by making small changes to our daily routine that we make BIG changes in our lives!
- When you have a simple personal framework around which the rest of the day's activities fall into place it creates the kind of infrastructure so that no matter what happens - your structure will stand...

## ✿ My Top 3 PRIORITIES in life right now are:

1. .... 2. .... 3. ....

## ✿ My Top 3 STRESSORS in life right now are:

1. .... 2. .... 3. ....

## ✿ What supportive daily habits - SPECIFIC DAILY ACTIONS - will 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 action!

### EXAMPLES:

- Have 15 minutes of silence or alone time each day
- Drink 8 glasses of water a day
- Be at my desk by 08.30 in the morning
- Eat a healthy breakfast every morning
- Be in bed by 10.30pm
- Do at least 30 mins exercise/activity every day
- Leave work by 6pm every day
- Take 10 mins mid-afternoon to recap where I am at
- 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)

1. ....

2. ....

3. ....

4. ....

5. ....

## ✿ How are you going to implement these habits? I will commit to these habits by:

(eg. "Just Do It!" - get started on them all tomorrow, or pick 1 or 2 actions, doing those until they're a habit and then add the next habit)

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## ✿ I will implement these habits on: ..... (specific date when you will start)

## ✿ Who do I need to BE to implement these habits? I will be someone who is:

1. .... 2. .... 3. ....

NOTE: 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 takes 21-30 days to implement a new habit. Be kind to yourself on the days you don't remember and just start again the next day!