



# Your Habit Blueprint

PARTICIPANT GUIDE



CLEAR CONCEPT

PRODUCTIVITY • COLLABORATION • MINDSET

# The power of habits

Habits – “A fixed way of thinking, willing or feeling acquired through repetition of a mental experience.”  
- Journal of Psychology

## Why do we need habits?

- **Goals alone do not equal success**

Goals provide us with purpose and inspiration. But goals need structure to help us achieve our intended result.

- **Willpower and motivation are limited**

We cannot solely rely on willpower and motivation. They are depleting resources, making them unreliable and insufficient.

- **Discipline is hard**

Hard work is absolutely necessary. But our journey is much more difficult if we rely on discipline alone.

## Why are habits so powerful?

- **Habits consume less energy**

Habits enable us to automate activities, which allows us to complete them without conscious effort.

- **Habits diminish decision fatigue**

We face exponentially more decisions each day than we can feasibly process. Habits automate decisions.

- **Habits prompt neuroplasticity**

Neuroplasticity is our brains ability to rewire according to repetitive thoughts and activities.

# 7 steps to building strong habits

## 1 Define your clear goal

What is your ideal outcome?

When do you want to achieve this?

Why is this important to you?

*"If you don't know where you're going, any road will get you there."*

- Lewis Carroll

### What is my goal?

I want to: \_\_\_\_\_

by: \_\_\_\_\_ (date)

So I can: \_\_\_\_\_

## 2 Visualize yourself succeeding

We must be able to visualize ourself achieving our goal before we put in the effort to get there.

## 3 Commit to a tiny step

The habits that stick are the most convenient ones. Build momentum by starting with steps that are so small you can't fail.

## 4 Establish proactive routines

Routines and prompts help you stack new habits onto already established habits.

## 5 Celebrate success

Celebrating your success creates a positive neurochemical cascade that has you coming back for more.

## 6 Find sources of inspiration

Surround yourself by people who inspire you. Lean on your coaches and champions to lift you up.

## 7 Prioritize high-quality sleep

Sleep enables neuroplasticity, which is integral to building our habits.

*"We first make our habits, and then our habits make us."*

- John Dryden

# Your Habit Blueprint

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## GOAL

What is your ideal outcome?

When you want to achieve this?

Why is this goal important to you?

## VISUALIZATION

Imagine yourself achieving your goal.

## TINY STEP

What tiny step will you commit to?

## ROUTINES

What routines will support your goal?

What can prompt you?

When I: \_\_\_\_\_

I will: \_\_\_\_\_

## CELEBRATION

How will you celebrate daily success?

## INSPIRATION

Who can inspire you?  
Challenge you?

## SLEEP

How are you prioritizing sleep?

# Your thrive habits

Please rate yourself on the following habits that help you thrive at work and in life.

| Productivity Habits                                                                   | Low       | High |
|---------------------------------------------------------------------------------------|-----------|------|
| Protect focus work time                                                               | 1 2 3 4 5 |      |
| Effectively manage interruptions and distractions                                     | 1 2 3 4 5 |      |
| Concentrate time and energy on my top priorities                                      | 1 2 3 4 5 |      |
| Create a centralized priority management system                                       | 1 2 3 4 5 |      |
| Aim for high-quality work versus perfection                                           | 1 2 3 4 5 |      |
| Manage email effectively                                                              | 1 2 3 4 5 |      |
| Build routines built around my most essential work                                    | 1 2 3 4 5 |      |
| Balance meeting time with independent work time                                       | 1 2 3 4 5 |      |
| Actively mitigate procrastination by making steps attainable and leveraging deadlines | 1 2 3 4 5 |      |
| Stay organized                                                                        | 1 2 3 4 5 |      |

| Collaboration Habits                                                  | Low       | High |
|-----------------------------------------------------------------------|-----------|------|
| Build trust and connections across my team                            | 1 2 3 4 5 |      |
| Generously recognize others and catch them doing things right         | 1 2 3 4 5 |      |
| Support others' development with constructive feedback                | 1 2 3 4 5 |      |
| Find challenging growth opportunities for others                      | 1 2 3 4 5 |      |
| Focus on providing value to others                                    | 1 2 3 4 5 |      |
| Help others find meaning in their work                                | 1 2 3 4 5 |      |
| Support others with autonomy and flexibility                          | 1 2 3 4 5 |      |
| Provide authentic support without micromanaging                       | 1 2 3 4 5 |      |
| Effectively manage challenging conversations                          | 1 2 3 4 5 |      |
| Foster innovation and a fail-forward culture                          | 1 2 3 4 5 |      |
| Helps other know their work has value <i>and that they are valued</i> | 1 2 3 4 5 |      |

# Your thrive habits

Please rate yourself on the following habits that help you thrive at work and in life.

| Mindset Habits                                                                             | Low       | High |
|--------------------------------------------------------------------------------------------|-----------|------|
| Focus on what I can control                                                                | 1 2 3 4 5 |      |
| Remain present (versus worrying about the future or ruminating about the past)             | 1 2 3 4 5 |      |
| View stress as a performance enhancer                                                      | 1 2 3 4 5 |      |
| Curate empowering thoughts and feelings                                                    | 1 2 3 4 5 |      |
| Choose conscious responses versus unconscious reactions during stressful situations        | 1 2 3 4 5 |      |
| Look for positive opportunities in challenging situations                                  | 1 2 3 4 5 |      |
| Maintain healthy confidence levels by challenging myself and finding inspiration in others | 1 2 3 4 5 |      |
| Work with purpose                                                                          | 1 2 3 4 5 |      |
| Assume an empowered response in all situations                                             | 1 2 3 4 5 |      |
| Maintain boundaries to protect against second-hand stress                                  | 1 2 3 4 5 |      |

| Wellbeing Habits                                   | Low       | High |
|----------------------------------------------------|-----------|------|
| Prioritize restful sleep                           | 1 2 3 4 5 |      |
| Prioritize exercise (strength; cardio; stretching) | 1 2 3 4 5 |      |
| Nourish myself with healthy food                   | 1 2 3 4 5 |      |
| Practice meditation and mindfulness                | 1 2 3 4 5 |      |
| Have a well established gratitude practice         | 1 2 3 4 5 |      |
| Prioritize my closest relationships                | 1 2 3 4 5 |      |
| Protect time for breaks and relaxation             | 1 2 3 4 5 |      |

|        |           |
|--------|-----------|
| Other: | 1 2 3 4 5 |
|--------|-----------|

# Sleep

“Sleep is the single most effective thing we can do to reset our brain and body health each day.”

Matthew Walker, author of *Why We Sleep: Unlocking the Power of Sleep and Dreams*



## How can you support a good night of sleep?

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish a regular bedtime and protect time for a full night of sleep</li> <li><input type="checkbox"/> Establish a wind-down routine (e.g., take a warm bath, read, journal, practice gratitude)</li> <li><input type="checkbox"/> Sleep in a cool, dark, quiet place</li> <li><input type="checkbox"/> Park your worries on a Worry List; mentally lock them away until the morning</li> <li><input type="checkbox"/> Count your blessings (instead of sheep!)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Get regular exercise during the day</li> <li><input type="checkbox"/> Practice deep breathing or other relaxation exercises</li> <li><input type="checkbox"/> Limit alcohol and sleeping pills</li> <li><input type="checkbox"/> Avoid caffeine after 3:00 p.m.</li> <li><input type="checkbox"/> Avoid large meals close to bedtime</li> <li><input type="checkbox"/> Get up after tossing for more than 20 minutes; try a quiet activity in low light</li> <li><input type="checkbox"/> Limit daytime naps to 20 minutes</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Use blue light blocking glasses in the evening</li> <li><input type="checkbox"/> Avoid blue lit devices before bedtime</li> <li><input type="checkbox"/> Invest in an alarm clock and park your phone outside your bedroom</li> <li><input type="checkbox"/> Commit to your morning routine before picking up your phone</li> <li><input type="checkbox"/> Other:</li> </ul> |
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