



MY DAILY SUCCESS HABITS

Name: _____ Date: _____

We often overlook the IMPORTANCE of DAILY HABITS in managing ourselves and our lives. But, it is often by making small changes to our daily routine that we can make BIG changes in our lives and careers! When you build a simple personal framework around the rest of your day's activities, then everything falls into place, and it creates an 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 8.00am / leave by 6.00pm every day
- Eat a healthy breakfast every morning
- Be in bed by 10.30pm
- 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
- 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!" or simply pick 1 or 2 actions, doing those until they're a habit and then add the next habit

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.

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 so be kind to yourself on the days you don't remember - and just start again the next day!