

My Daily Success Habits!

- 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 which the rest of the day's activities fall into place - 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 STRESORS** 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 an WORK-LIFE. They must be SPECIFIC and MEASURABLE so you know exactly what to do, and can clearly say yo have completed the action!

EXAMPLES:

- | | |
|--|--|
| - Have 15 minutes of silence or alone time each day | - Take 10 mins mid-afternoon to recap where I am at |
| - Drink 8 glasses of water a day | - Make all my calls in the first hour of the day |
| - Be at my desk by 8.00 am / leave by 6.00pm every day | - Write my top 4 priorities for the day out every morning before starting work |
| - Eat a healthy breakfast every morning | - Eat lunch away from my desk |
| - Be in bed by 10.30pm | - Connect daily with partner/spouse (5 mins listening) |
| - Do at least 30mins exercise/activity every day | |

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 the're 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!