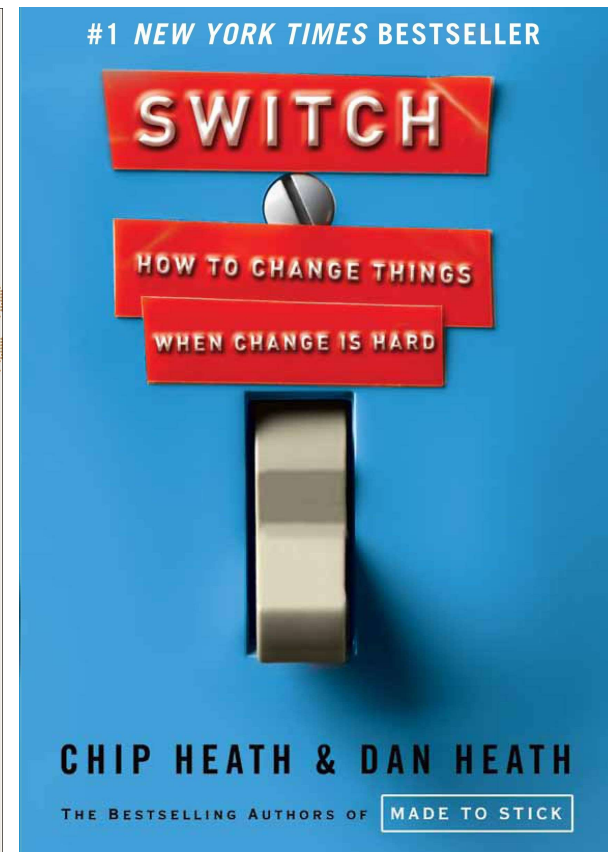
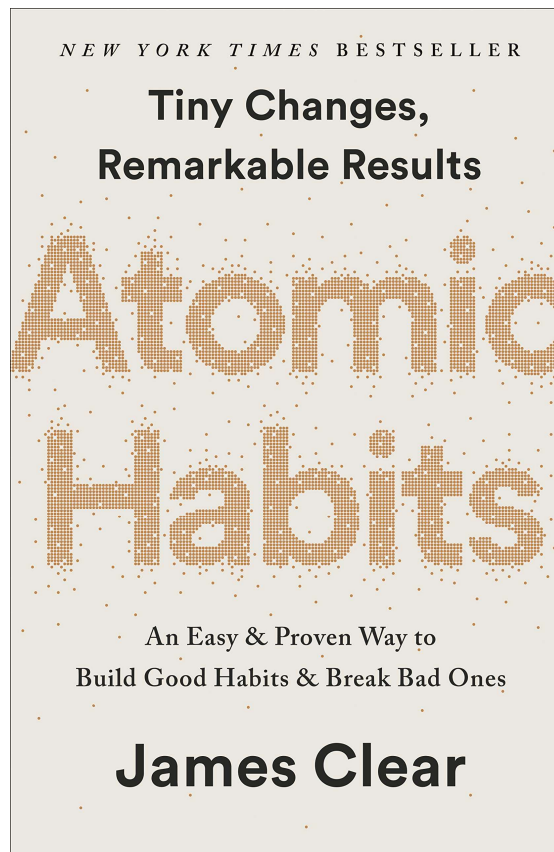
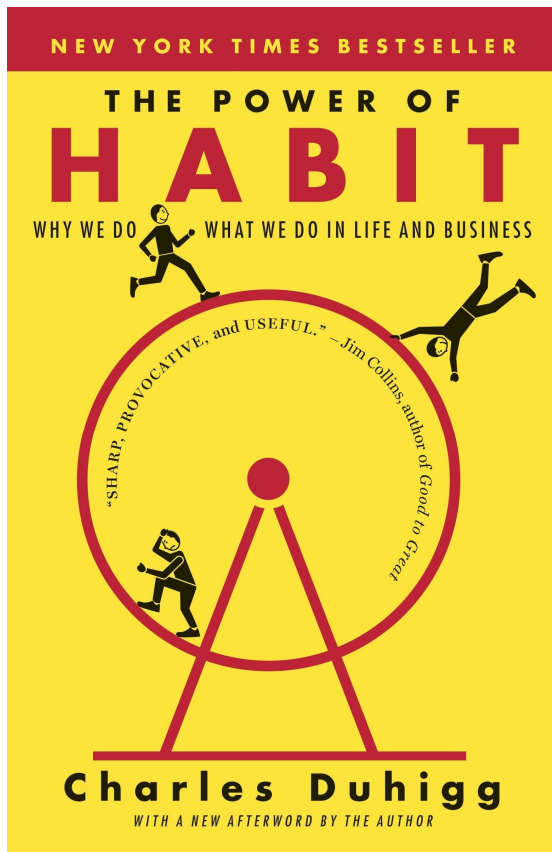


# Creating Personal Productivity Habits

*That Stick*




Joel Bennett, Veel Hoeden Consulting



# Why Am I Passionate About Habit Building?

- I've worked in Human Resources for 20+ years

- Recruiting
- Onboarding
- Training
- Coaching
- Leadership Development
- Employee Engagement
- Change Management



Efforts in these areas don't  
"stick" like they should

## Why?

- Just having knowledge doesn't change anything
- The application of knowledge starts the process of building skills
- Regular implementation of this knowledge and new skills create long-lasting habits

## Before we start...

- **Goals-** The big impact we're trying to have
- **Behaviors-** The things we improve to support the goal
- **Habits-** The micro-actions we take that support those behaviors

# Examples

- **Goal**- Become fluent in Spanish
  - **Behavior**- Build comfort with vocabulary
  - **Habit**- 15 min. of practice on Duolingo daily
- 
- **Goal**- Lose 20 pounds
  - **Behavior**- Eat healthier
  - **Habit**- Substitute water for soda daily
- 
- **Goal**- Build business knowledge
  - **Behavior**- Read more books
  - **Habit**- Listen to Audible book on 30 min. commute daily
- 
- **Goal**- \$250,000 Sales Goal
  - **Behavior**- Expand customer network
  - **Habit**- Reach out to 3 prospects daily via LinkedIn

# The key is where you focus

## The Problem with Goals

- Infer endpoints or finish lines
- Rely on factors which we cannot always control
- Rely on willpower and self-discipline
- Studies show people's brains confuse goal setting with achievement

## The Benefit of Habits

- Once formed, habits operate automatically
- Can allow us to overshoot our goals
- Are easy to complete
- Are for life
- Can compound
- Can be as small as necessary

# Reflection Time

Each of you get 30 seconds to jot  
down

**...a personal goal you have for 2019**





# HOW TO CHANGE A HABIT



## Reflection Time

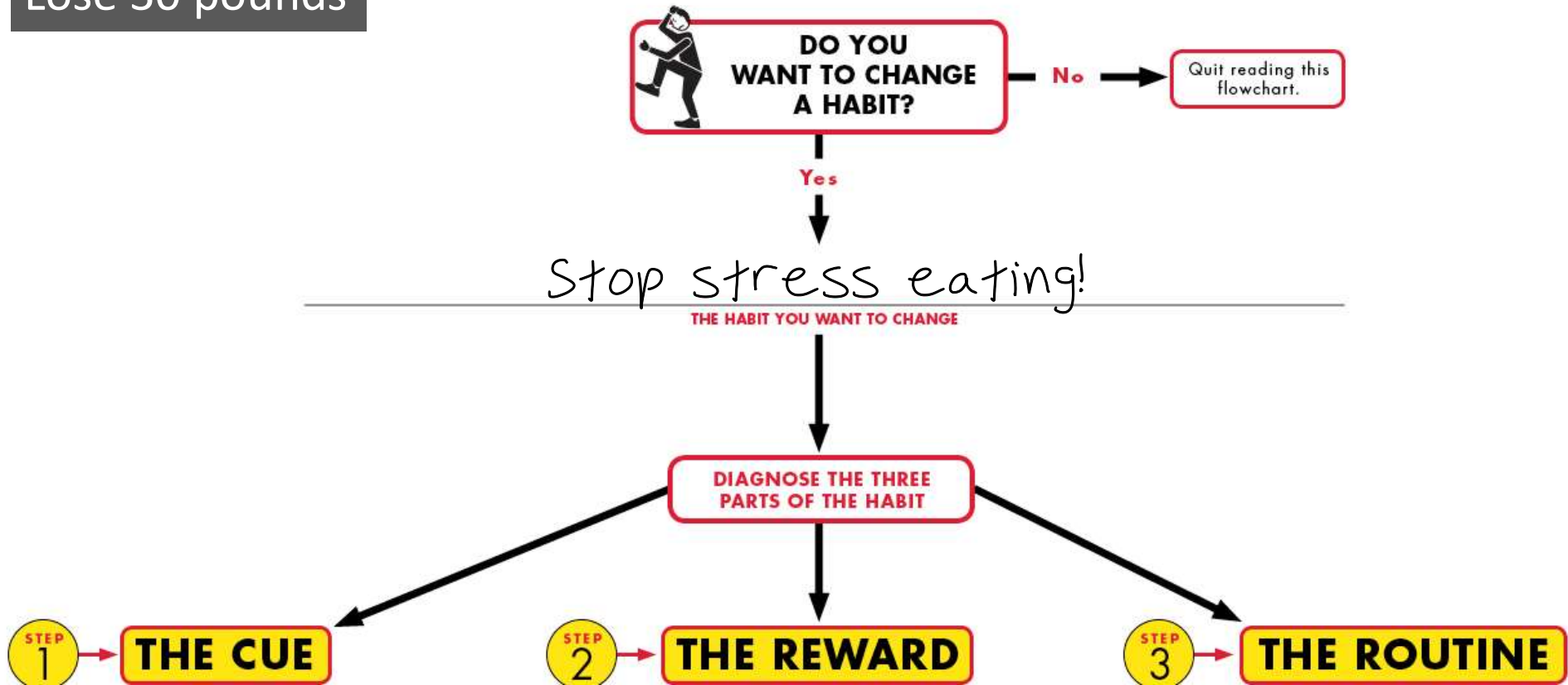
Each of you get 30 seconds to  
**...jot down**

- **what your current default behavior is**
- **what has got in the way of adopting a new behavior in the past**



**GOAL:**  
Lose 30 pounds

## HOW TO CHANGE A HABIT



STEP 1 → **THE CUE**

Every habit has a trigger . . .



What time will this habit occur?

Where will you be?



Who else will be around?

What will you have just finished?



What emotion do you think you will be feeling?

You don't need all of these to create a habit.

**ONLY ONE OF THEM IS NEEDED TO BECOME A CUE.**

**But the more you test out, the faster the habit takes hold.**

## Stress Eating

Starting a drive, bathroom break, or when stressed.

In my car.

I'm usually alone!

Starting or finishing a drive.

Tired, frustrated, lonely, or bored.

## Drink Soda

# Reflection Time

As we go through each cue, jot down your...

- When
- Where
- Who
- What
- Feelings

STEP  
1

## THE CUE

Every habit has a trigger . . .



What time will this habit occur?

Where will you be?

Who else will be around?



What will you have just finished?



What emotion do you think you will be feeling?

You don't need all of these to create a habit.

**ONLY ONE OF THEM IS NEEDED TO BECOME A CUE.**

But the more you test out, the faster the habit takes hold.

## Stress Eating

Starting a drive, bathroom break, or when stressed.

In my car.

I'm usually alone!

Starting or finishing a drive.

Tired, frustrated, lonely, or bored.

Drink Soda

## Healthy Eating

Starting a drive, bathroom break, or when stressed.

In my car.

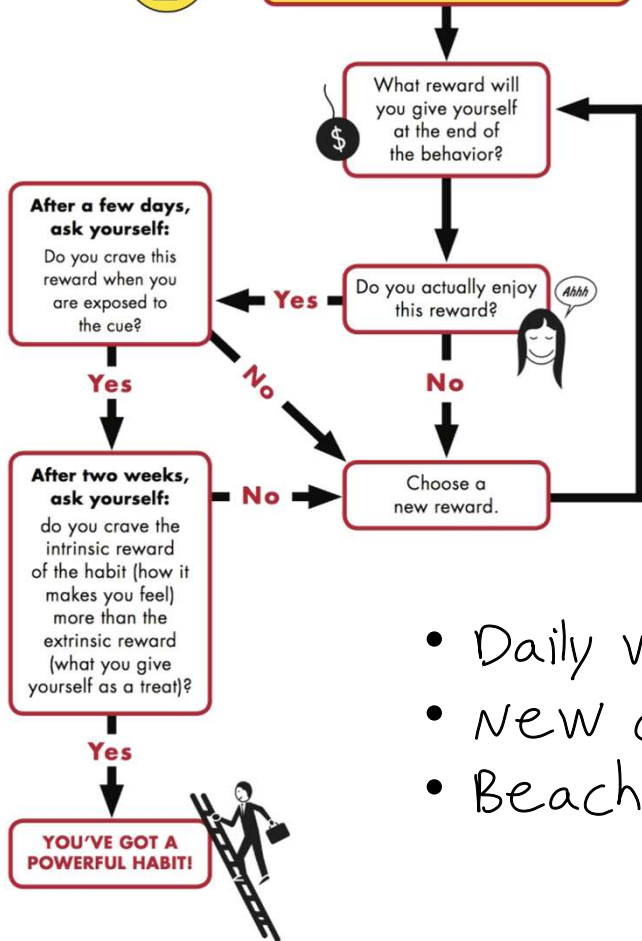
I'm usually alone!

Starting or finishing a drive.

Tired, frustrated, lonely, or bored.

???

**STEP 2** → **THE REWARD**



- Daily weigh-in
- New clothes
- Beach trip

## Reflection Time

As we go through the reward process, jot down...

**various rewards that could incent you to stick with your new habit.**

STEP 3

## THE ROUTINE

NOW PUT IT ALL TOGETHER.



Studies show that the easiest way to implement a new habit is to write a plan:

When I stop at Casey's, I will Buy 2 bottles of H<sub>2</sub>O because  
**CUE** **ROUTINE**  
*From Step 1*  
it provides me with Cold Drink/Scale results  
**REWARD**  
*From Step 2*

**Post this plan where you will see it.  
Try it for a week.**

*Eventually, studies say, the new behavior will become automatic.*

## Reflection Time

Put it together!

Write out your plan:

- When [CUE] happens,
- I will [NEW ROUTINE]
- because it provides me with [REWARD]

**STEP 1** → **PICK THE CUE**

*What will remind you to go to the gym?*

- Leave your running shoes by the door.
- Set your alarm an hour earlier.
- Find an exercise buddy.

**You don't need ALL of these to make good on your New Year's resolution. ONE is enough.**

**But the more cues you test out, the faster you'll find one that works.**

**STEP 2** → **CHOOSE A REWARD**

*What motivates you?*

- A piece of chocolate
- A half hour on Facebook
- An episode of Nashville
- Do you actually enjoy this reward?

**After a few days, ask yourself:**  
Do I crave this reward when I am exposed to the cue?

**Yes**

**No**

**YOU'RE ON YOUR WAY TO CREATING A POWERFUL NEW HABIT!**

Choose a new reward.

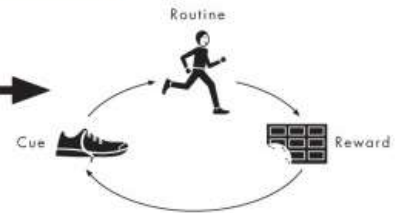
**STEP 3** → **EXECUTE THE ROUTINE**

*Your cue reminds you of your routine.*

*Your reward motivates you.*

**Now execute!**

- COMMIT TO YOUR PLAN—IN WRITING.**
- Studies show that the best way to implement a New Year's resolution is to write it down as a formula.



This year when I see \_\_\_\_\_ **CUE**

I will \_\_\_\_\_ **BEHAVIOR** in order

to get \_\_\_\_\_ **REWARD**.

**Post this plan where you will see it.**

**Try it for a week.**

*Thank us later.*

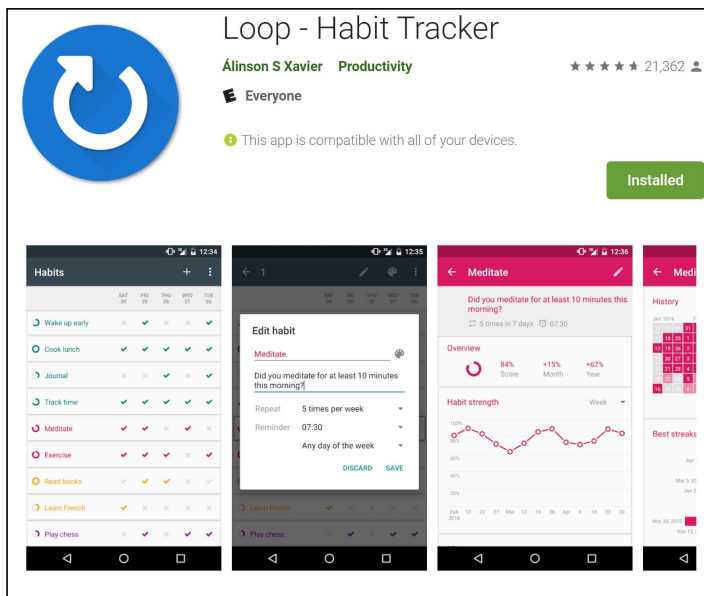


# Create a Habit Tracker

**Benefit #1: A habit tracker reminds you to act.**

**Benefit #2: A habit tracker motivates you to continue.**

**Benefit #3: A habit tracker provides immediate satisfaction.**



[bit.ly/habitapps](https://bit.ly/habitapps)

Q & A

Want to learn more about how to build better habits?  
Contact Joel Bennett at:

[jbennett@veelhoedenconsulting.com](mailto:jbennett@veelhoedenconsulting.com)

