







Forming Habits

OLD HABITS
NEW HABITS



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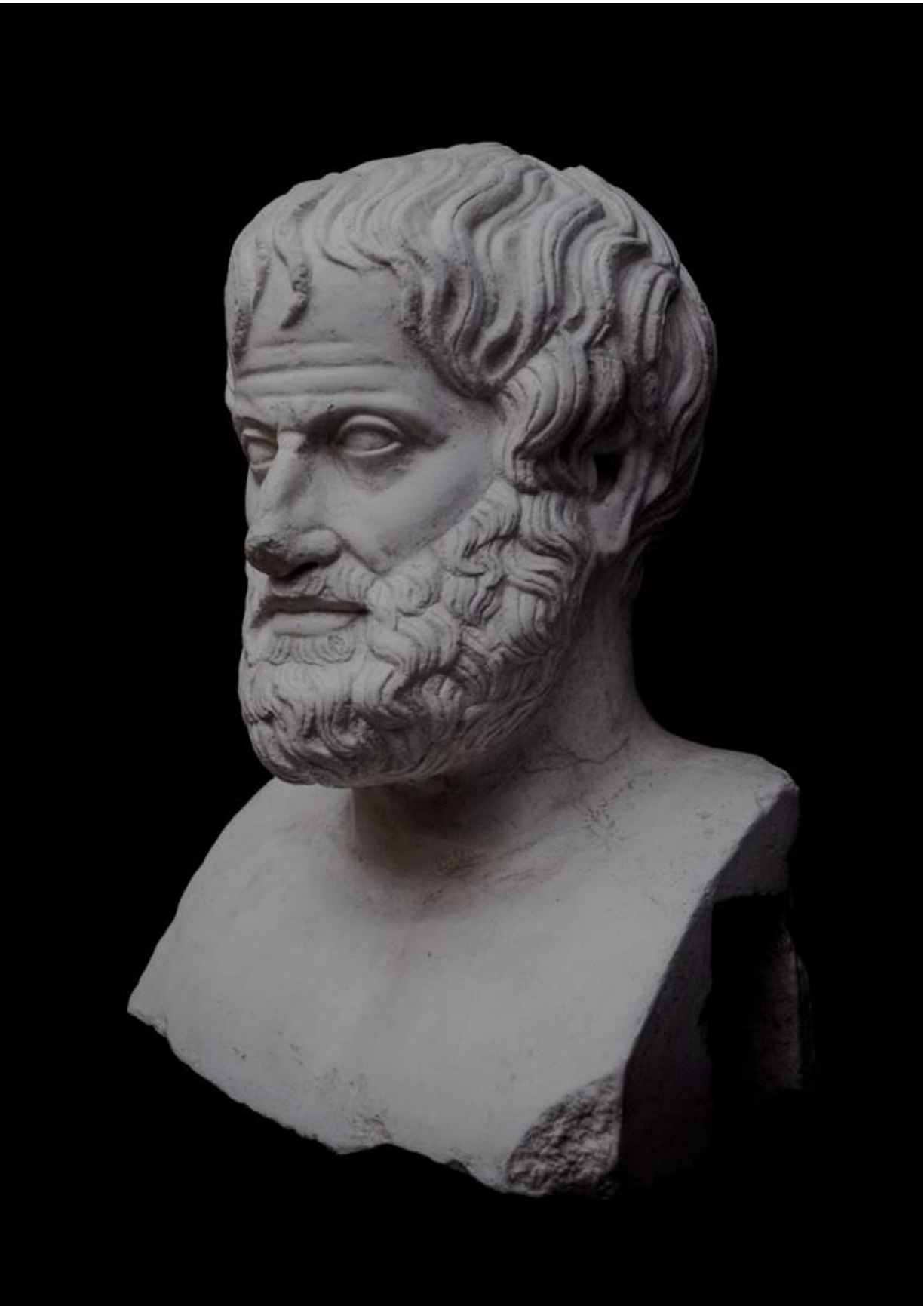
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INTRODUCTION

Changing habits is hard. But it's often necessary to excel.



“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”

Aristotle

All improvements require changes in behavior. Some are small, like learning to ask a specific question or making sure you're setting appointments. Some are much harder, like overcoming some self-limiting beliefs. This course is designed to give you tools you can use to make changing behaviors easier, whatever you want to work on.

In this course, you will learn:

- How we form behaviors and habits
- How to identify the behaviors you want to change
- How to make changes to your own behavior faster and easier

CONTINUE

WHAT IS ORGANIZATIONAL CULTURE

An organizational culture is an organization's “personality.”



A company with shared, strongly held beliefs that are supported by CEOs down to core employees is an example of organizational culture.

An organizational culture explains how employees should behave within an organization. It expresses how people feel, think, believe, and ultimately act.

Does it matter?

YES

Why?

A strong organizational culture is invaluable to an organization's success. Your company's culture will define how your employees behave within your organization. Establishing and reinforcing behaviors that reflect your company's culture can help

Want to work at a more successful organization? It may be time to shift your own habits and behaviors, so your employees can begin modeling their own behaviors after yours.

Now, I know what you might be thinking...aren't humans more complex than that?

Well not really.

Think about all of the habits and behaviors you have changed already in your life. Maybe you've set goals to change behaviors like:

Quitting Smoking

Quitting smoking lowers the risk of 12 different types of cancer

Eating Healthy

Eating healthier foods increases productivity and energy

Drinking more water

Drinking more water helps
regulate digestion and flushes
out toxins

Exercising regularly


Exercising regularly improves
brain function and builds
stronger bones

Sticking to a budget

Sticking to a budget allows
you to keep track of where
and how each dollar is spent

Setting savings goals

Setting savings goals
develops long-term money
habits that will benefit you



Meditating or unplugging from technology

Unplugging from technology relives unhealthy feelings of jealousy, envy, and loneliness

Modifying your behavior is possible, as long as your new behavior is practiced until it becomes a habit. There are some simple things you can do to modify your behavior, this will lead to a more successful organization.

CONTINUE

IDENTIFY YOUR SELF-LIMITING BELIEFS

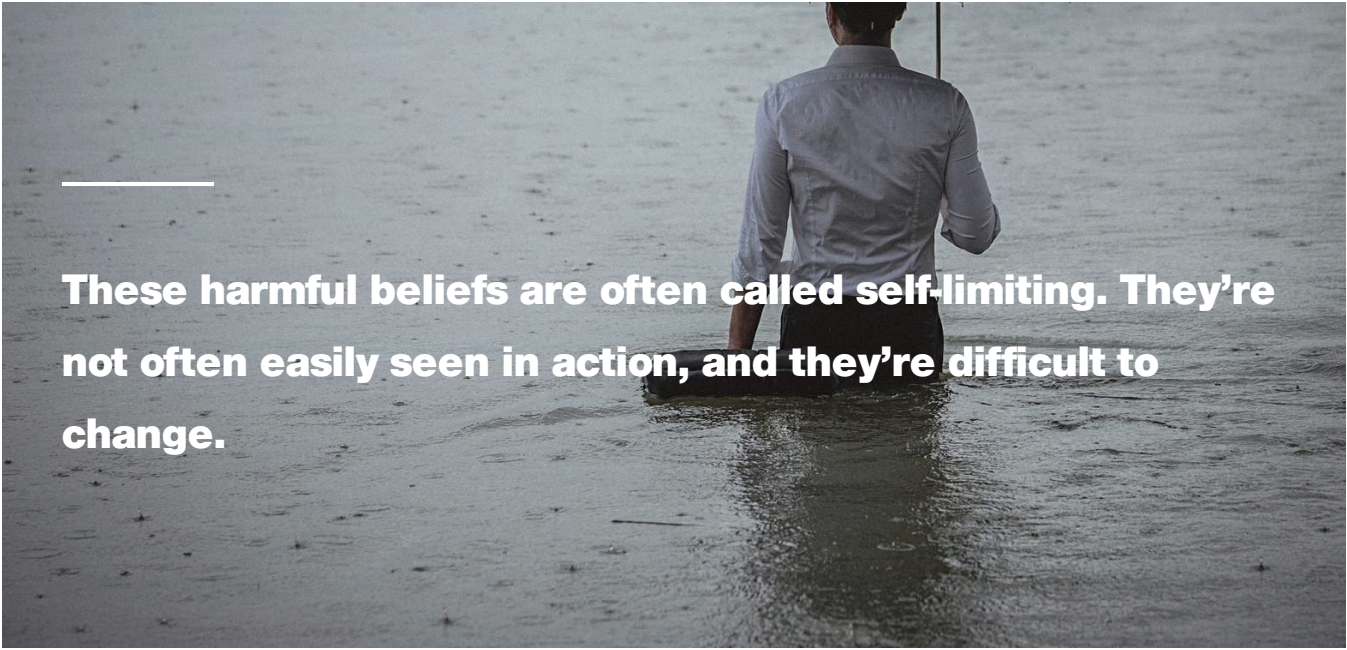
What are they doing to my potential?

A self-limiting belief is an assumption or accepted belief you hold about yourself or the way the world around you works. These beliefs are often not based on facts, but are built based on habits and perception.

Some common self-limiting beliefs include:

- I'm too old to do this
- I'm not good enough to accomplish that
- If I do this, something bad will happen
- I can't do that, because of this





These harmful beliefs are often called self-limiting. They're not often easily seen in action, and they're difficult to change.

Clinging to self-limiting beliefs often prevent you from meeting your goals and performing your best. Belief Perseverance is the term psychologists use to describe how sticky these beliefs can be and how hard they are to adjust. These beliefs impact your behavior and your behavior informs habit. Most people think that in order to change these bad behaviors, you need to first change your beliefs. This isn't true. We don't believe in order to act. To really change habits, you must act to believe.

CONTINUE

BELIEF IMPACTS BEHAVIOR

Changing beliefs is hard. In order to succeed, you must focus on shifting your behavior.

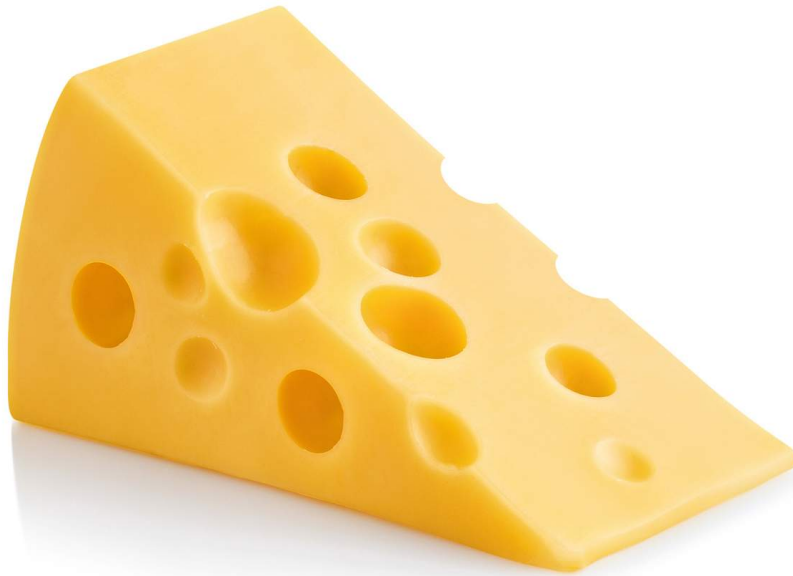
On their own, beliefs can be harmless and invisible to your prospects. The reason beliefs matter is that they impact your behavior, forming habits – in this case bad habits – that show up in your numbers over time.

Most people think that in order to change these bad behaviors, you need to first change your beliefs. This isn't true. We don't believe in order to act. To really change habits, you must act to believe.

Again, changing habits is hard, and there's a lot of research about how to do it. For our own purposes, let's consider a simplified model that breaks down three key patterns of a habit:

Part 1

STIMULUS



This is where habits start, a reaction to something external. Understanding your beliefs and knowing the stimuli that trigger them is the first thing you have to do to start changing habits.

Part 2

REACTION



How you react is directly related to your beliefs. Changing your reaction depends on your ability to recognize your beliefs and the stimulus and take a mental moment before you react. It also requires you to have planned a better reaction beforehand and to have rehearsed your preferred response.

Part 3

REWARD



Ultimately, all habits have a reward mechanism that feeds and reinforces them. You may need to create a reward mechanism for yourself, either in the moment or after, or both. In time, your own recognition of a better reaction may be all the reward you need.

Let's Practice

Match the examples below to the elements that help form habits.

SUBMIT

CONTINUE

HABIT CHANGE MADE SIMPLE

Changing your habits may seem overwhelming, but it's actually quite simple.

Here's a quick exercise you can do to begin altering your own habits. Think of a small habit you might want to change, such as making the bed every morning.

Follow this process to begin changing this habit:

- First, write down the habit you want to change. Example: I want to make my bed every morning after waking up.
- Next, identify your triggers and replacement habits. For instance, maybe when you wake up, you jump right into your day, making coffee and feeding kids or pets. Instead, identify what you need to do as soon as your feet hit the floor. You can even set an alarm designed to go off a minute or two after you wake up reminding you to make your bed.
- After that, you'll want to practice this new habit for a month or two. In general, it can take up to 66 days for a habit to form.
- Finally, reflect on how you feel. Does having your bed made each morning make you feel more positive about starting your day? It may seem like a

small step, but handling this task can help you feel more accomplished and motivated.

You can use this process to change just about any habit, large or small.

There may be more steps and it might take more time, but with practice and dedication, it is possible to make positive changes to the habits that weigh us down. Here are some tips before you start:

- Focus on one habit at a time
- Start small
- Think about how changing this habit makes you feel
- Hold yourself accountable by sharing the change with friends or family so they can cheer you on

CONTINUE

WRITE IT DOWN

Just wishing a habit/behavior to change won't work.

Instead, you'll need to get organized and hold yourself accountable by writing it down and forming a plan!

Here is what you'll want to write down.

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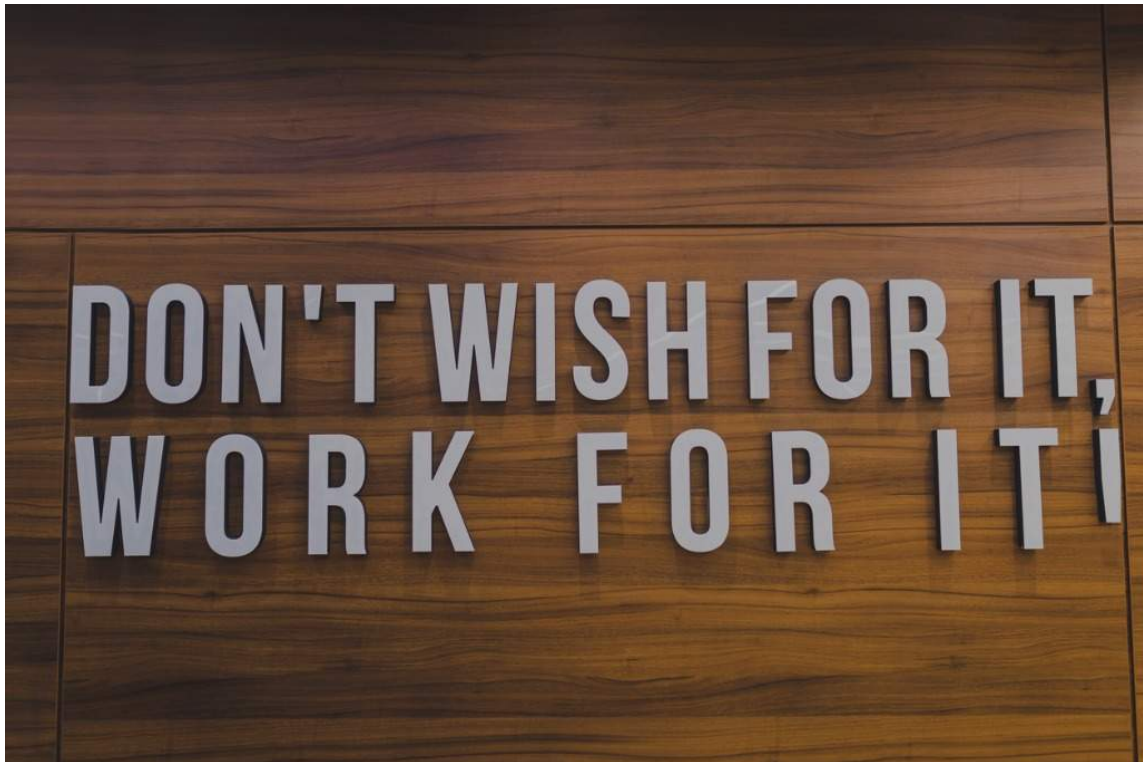
The habit you want to change

☐

Your motivations for wanting to make a change

CLICK through the graphic below to learn more about what you should be writing down as you work to change behaviors and form new habits.

MOTIVATIONS



Your motivations need to be strong. If they aren't you are not likely to succeed in making a lasting change. Focus on the pain this habit is causing you.

- Personal Example: I want to stop mindlessly snacking throughout the day.
 - Motivations: I know I'm snacking when I'm not hungry and want to make healthier choices.
- Professional Example: I want to start making a to-do list to ensure no work tasks are forgotten.
 - Motivations: My work tasks vary from day to day and when jumping in and out of meetings, it's hard to remember exactly what I need to focus on immediately and

prioritize. I try to stay on top of things, but I'm afraid without keeping a running task list that I'll forget something important!

OBSTACLES



What obstacles are you going to encounter while you try and change your habits? Be honest with yourself here. There are probably self-limiting beliefs and other easy behaviors that have prevented you from changing this habit already.

How will you address these obstacles? Formulate a plan to improve your chances of success:

If you identify your solutions before the problem arises, you are far more likely to be successful.

- Personal - Obstacles:
 - I always have snacks in my house/at my office, so it's easy to mindlessly eat.
 - I think of food as a reward for doing something well or as a remedy when I'm having a bad day.
- Professional - Obstacles:
 - I'm so busy that creating a to-do list feels like an extra item to add to my day.

- The thought of keeping a running list makes me feel overwhelmed and anxious.
- Every time I consider making a list, I think of something better I could spend my time on.

TRIGGERS

What are your triggers?

Identify how you're feeling during the process of changing your habits so you can begin to understand what the triggers are that lead you to continuing these bad habits. Write them down.

Identify your plan of attack:

- Personal:
 - Set small goals - I'm replacing the snacks in my home with healthy, whole food options.
 - Provide yourself encouragement - I'm going to focus on other habits that make me feel good, like talking to a friend, spending time with my pets, or going for a walk.
 - Remind yourself of why you've set these goals and how important it is to keep the promises you make yourself
- Professional:
 - Set small goals - I'm going to find a task management system that works for me.
 - Provide yourself encouragement - Seeing everything I have to accomplish makes me feel better about executing what needs to happen next. Crossing off items as they're completed gives me a feeling of accomplishment and satisfaction.
 - Remind yourself why you've set these goals and how important they are to improving your professional life.

SUPPORT PLAN

You will need a support plan in order to be successful. We will take a deeper dive into this later in the course.

TIME



Tell someone what they are—someone to hold you accountable. This could be a trusted friend, your spouse, a family member, or a colleague.

Keep track of your daily success and set check-in dates to monitor your progress.

CONTINUE

TRIGGERS AND REPLACEMENT HABITS

What are your current professional habits and behaviors?

What are your current habits? What triggers them? For every trigger, ID a positive replacement habit.

Most habits have multiple triggers.

A large, solid gray rectangular area that occupies the bottom half of the page. It appears to be a placeholder for a diagram, a list of habits, or a workspace for notes related to the lesson content.

I had a bad day at work and am feeling depressed. Snacking will help me feel better..

Having a bad day at work and feeling depressed? Listen to your favorite type of music or a relaxing podcast.

I'm just going to have more tasks tomorrow, so what's the point in writing them down?

Writing down your tasks for the next day will actually help you stay organized in your work load.

I'm feeling overwhelmed at work — why do I want to visualize how busy I am?

Instead of visualizing how busy you are, visualize the relief you will feel when you complete all of your work.

CONTINUE

30-DAY CHALLENGE

Do it for at least 30 days.



Behavior change is not complicated but it also isn't easy. It requires dedication to improving or changing a bad habit.

You may have heard it takes 21 days to form a habit, but there actually isn't a lot of evidence to support that. Some studies are showing it takes closer to 66 days to create real change. The timeline varies based on each person and the how ingrained the habit is.

We recommend trying to form a new habit within 30 days, to start. Work at your new habit for one month and keep track of your activity each day, by writing down or recording your progress. This will help hold you accountable, and can help you review your progress for triggers or obstacles along the way. You'll also be able to reflect on how far you've come.

Pro-Tip: Use a calendar to write down progress, or mark with "+" or "-" indicating whether or not you've made progress towards changing your desired behavior. You can also post daily on social media or text your support team to hold yourself accountable.



CONTINUE

SUPPORT PLAN

Identify your support system before you start.

Having a support plan in place will prevent you from sliding.

REVIEW the items below that should be considered when designing your support plan.

SUPPORT TEAM

First, ID your support system to share your goal with. Is it your supervisor? A colleague?

MOTIVATIONS

Next, work through your motivations with them and discuss your plan of action.

HELP

Be sure to ask them for help when you need it. You may also want to ask them to check in with you throughout the month to see how you're doing.

STAY POSITIVE

It's important that you stay positive along the way. Ask your support team to cheer you on as you send them your successes.

RENEW

Renew your commitment to yourself. Check in with yourself often to be reminded of why you set out to change your habit in the first place. Remember those strong motivations you had? Remind yourself of what they are!



CONTINUE

DOES IT REALLY MATTER

The short answer-YES!

FLIP each card below to explore some of the reasons you should consider changing some of your professional habits and behaviors.





There are some simple things you can do to modify your behavior, this will lead to a more successful organization.



When we demonstrate a behavior, we are modeling that behavior for our colleagues. This can lead to changes in their behavior, too.



An organizational culture is made up of the habits and behaviors of the people that work there. A strong organizational culture is invaluable to an organization's success.

But I'm so complex.

Humans are not so complex. We have learned that changing our habits and behavior may feel difficult, but it is not in fact, complex. We work to change our behavior all the time, sometimes successfully and sometimes not. Think about all of the habits and behaviors you have changed throughout the course of your life, maybe you do this every January.

The **KEY** to successful habit and behavior modification is to have a **PLAN**. Without a plan you are far less likely to be successful. This is why New Years resolutions often fail. Studies show that only 8% of Americans who make a New Year's resolution actually keep them all year and 80% have failed by the start of February.

Use the plan outlined in this module to start forming lasting habits and behaviors to make you and your organization more successful.

CONTINUE

RESOURCES

Recommended Reading

For more information on forming lasting habits and behavior modification, consider exploring the following resources.

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

Stephen Covey

[LINK](#)

The Critical Few: Components of a Truly Effective Culture

Jon Katzenbach, Rutger von Post, and James Thomas

[LINK](#)

CONTINUE

SUMMARY

Congratulations!

You've successfully completed this course.

Your progress has been marked as complete. Please feel free to [close your browser tab](#), or [click any lesson title in the menu](#) to review that course content.

