

H A B I T S

**HOW WE SPEND OUR DAYS IS
HOW WE SPEND OUR LIVES**

THOSE POSITIVE THOUGHTS

**THE CHOICES WE MAKE
EVERYDAY HAVE THE POWER
TO CHANGE OUR LIFE.**

**TAKE CONTROL OF YOUR
HABITS AND YOU CAN TAKE
CONTROL OF YOUR LIFE.**

WELCOME

Hello and welcome

Hello and thank you for purchasing the Habits workbook! I'm so excited that you've taken this step to invest in yourself and make a positive change in your life, whether that be to break a bad habit or to create a new habit.

Throughout this journal you are going to understand how habits work, recognise which habits you've developed and decide which habits you need to adopt or change to live your dream life.

Good habits are the key to all success

Some habits you will recognise such as biting your nails or eating fruit every day. Other habits you may not even realise you've developed such as making yourself a delicious and healthy breakfast or quickly eating a piece of toast as you hurry to catch your train to work. Your habits can be both positive or negative and can either hold you back or guide you towards a happy and fulfilling life.

Take control

Think about your habits. What habits would you like to change? What habits would you like to develop? Can you remember starting a new routine but struggling to turn it into a habit? Do you remember giving up as soon as it felt uncomfortable?

The choices you make daily have the power to impact all areas of your life. Be inspired to understand your habits and take control of your everyday life, to discover how to change your life for the better!

CONTENTS

Before you get started, here is an overview of what's inside this workbook

Understanding habits

You will gain an understanding of what habits are, why they matter and learn how to recognise and manage the three-step habit loop. Once you're able to understand how habits work you can control them and learn how to create new habits.

Perfecting your mindset

When you make changes to your regular routine, there will be a lot of resistance, and this is perfectly normal. But you must learn how to perfect the mindset to create and stick to healthy habits.

Habit inspiration

Struggling to think of a habit? Choose a habit to focus on from these 6 areas:

1. Wellbeing
2. Relationships
3. Career
4. Finance
5. Personal Growth
6. Productivity

Choosing your habit

Choose a habit to focus on for the next 30-days and complete your habit declaration to gain clarity around your habit and what it means to you.

Commit to your habit

Learn how to commit to your habit for 30-days and the tools which will help you along the way. After the first 30-days is over, you will reflect and decide whether to continue with this habit or develop a new habit.

Ditch unhealthy habits

Learn how to identify unhealthy habits and most importantly how to break them.

Habit declaration

Complete your habit declaration and gain clarity around your habit and what it means to you.

Habit Tracker

Use the 30-day habit tracker to guide you through your new habit.

Notes

Keep track of your progress, thoughts and feelings throughout your journey.

UNDERSTANDING HABITS

What are habits?

Habits are rituals and behaviours that we carry out without using too much brain power. They're performed automatically allowing us to do simple tasks such as brushing our teeth and taking a shower, by following the same routine every time.

By creating habits, we free up space in our brain to perform more complex tasks such as solving problems at work or deciding what to cook for dinner.

We all have habits and some of them you won't even know you've developed as they've been part of your life for as long as you can remember, such as the way you eat dinner, the way you walk and the way you hold your posture at your desk.

However, habits are so much more than the way we perform simple tasks. They're also the way we think and the self-beliefs that influence what we do and what we hold ourselves back from.

The habit Loop

Every habit you have whether it be good or bad, follows the same three-step pattern.

Step 1: Trigger

This is the prompt that initiates the behaviour.

Example: When an advert comes on the TV.

Step 2: Routine

This is the actual behaviour you perform after the trigger.

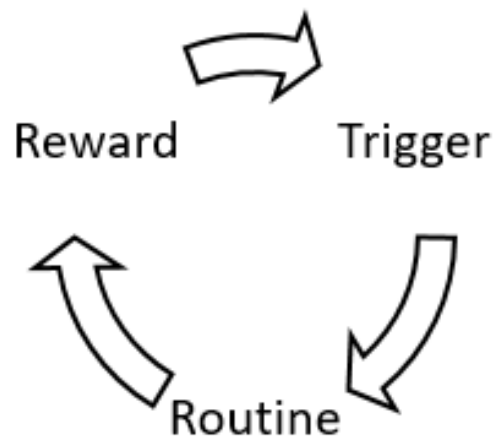
Example: When an advert comes on the TV you have a sugary snack.

Step 3: Reward

This is the reward you gain from completing the habit.

Example: When an advert comes on the TV you have a sugary snack because...

- It makes you feel happy?
- You're hungry?
- To pass the time?



What do you want to achieve?

What do you want to change?

What does your dream life look like?

PERFECT YOUR MINDSET

Preparing for resistance

When starting a new habit be prepared to feel some resistance. As humans we like what is familiar and we like to stay within our comfort zone. If you're able to anticipate how you will feel and react ahead of time, you can then prepare accordingly and respond in a way that won't throw you off your goal.

Effort based goals Vs result based goals

Setting effort-based goals rather than result-based goals means you are giving yourself a period of time when you won't judge whether your new habit is working.

Overcoming all-or-nothing mentality

All-or-nothing mindset is the thinking that it's either perfect or I'm not doing it at all and if you have one day where you can't do your habit, don't be so hard on yourself, and don't write the entire week off or vow to start again next Monday.

It doesn't matter because it's the small but consistent changes that will make the difference and help you reach your goal and form a habit. Just allow this day to be a "grace day" and don't label your habit as ruined, because it's not.

Stop waiting for motivation

When starting a habit or routine, there will always be a period when you're not motivated. I've usually found that when I set myself a new goal or habit I'm super motivated when I start and all I can think about are the possibilities and the up sides.

Here are some examples why we lose motivation and how to get that motivation back:

You don't believe in yourself

Some days we believe in ourselves more than others and that's perfectly normal, but is your lack of self-belief the reason why you're demotivated? It's easy to become demotivated when you don't believe in yourself, because lack of self-belief will stop you from trying to achieve your goals. But the thing is, when you give up, motivation isn't suddenly going to kick in and your self-belief will only decrease.

What to do:

Start small and take it slowly. Let's say your goal is to get fit and to exercise 5 times a week for one hour a day. This is a very challenging goal to stay consistent with, especially if you haven't had much of an exercise routine in the past. You can still focus on getting fit but change the way you get there. Instead, try exercising for 20 minutes a day, 4 days a week and then once you become comfortable with this new routine your self-belief and motivation will increase, you can then make the goal more challenging.

It's not important to you

Do you think that maybe the reason why you're not motivated is because the goal isn't important to you? Are you only doing it because it's "cool" or because other people are doing it? For example, are you pushing yourself to go to a yoga class or to become a better cook, because you think that's what you should be doing? With social media, it's easy to get caught up in what everyone else is doing and think maybe we should be doing that as well.

What to do:

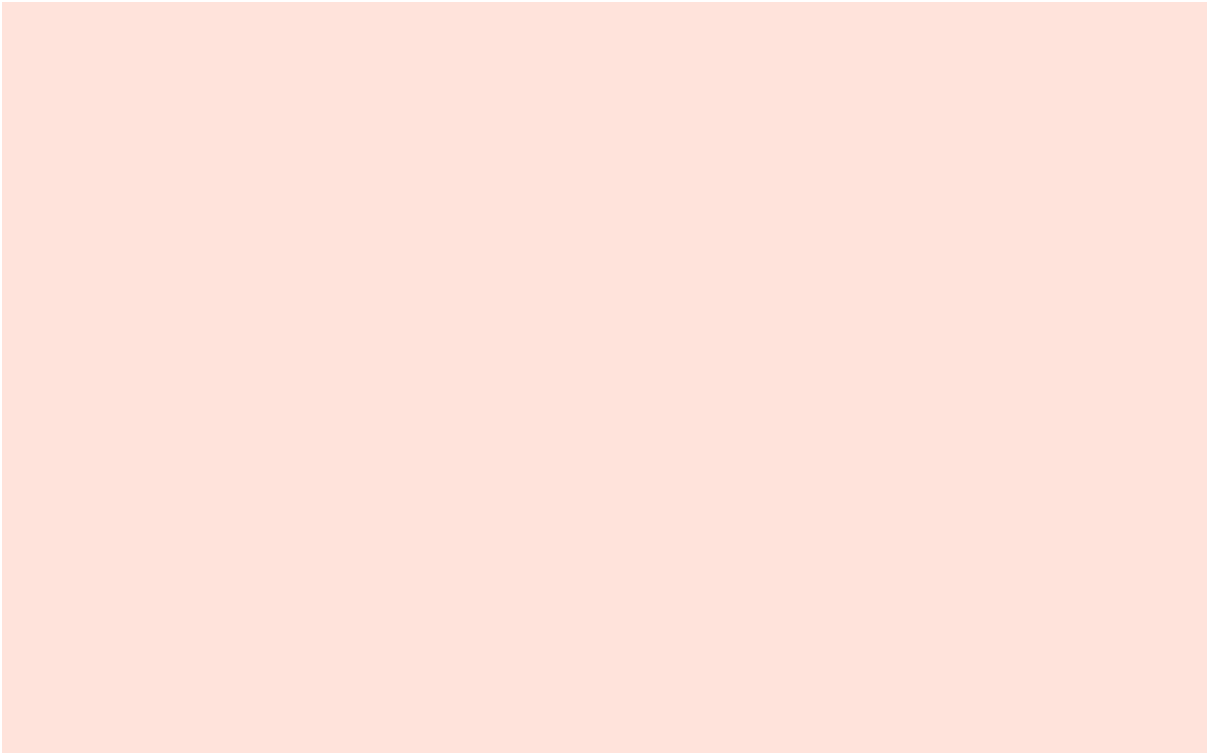
Have a think about what you're struggling with right now and ask yourself, how much do I care about this? Think about who inspired you to do it and whether this aligns with your values. Write down the reasons why you want to achieve this and the reasons why you don't want to achieve it. Notice how you feel when you write down these reasons, this should give you a good indication if it's important to you.

We all lose motivation

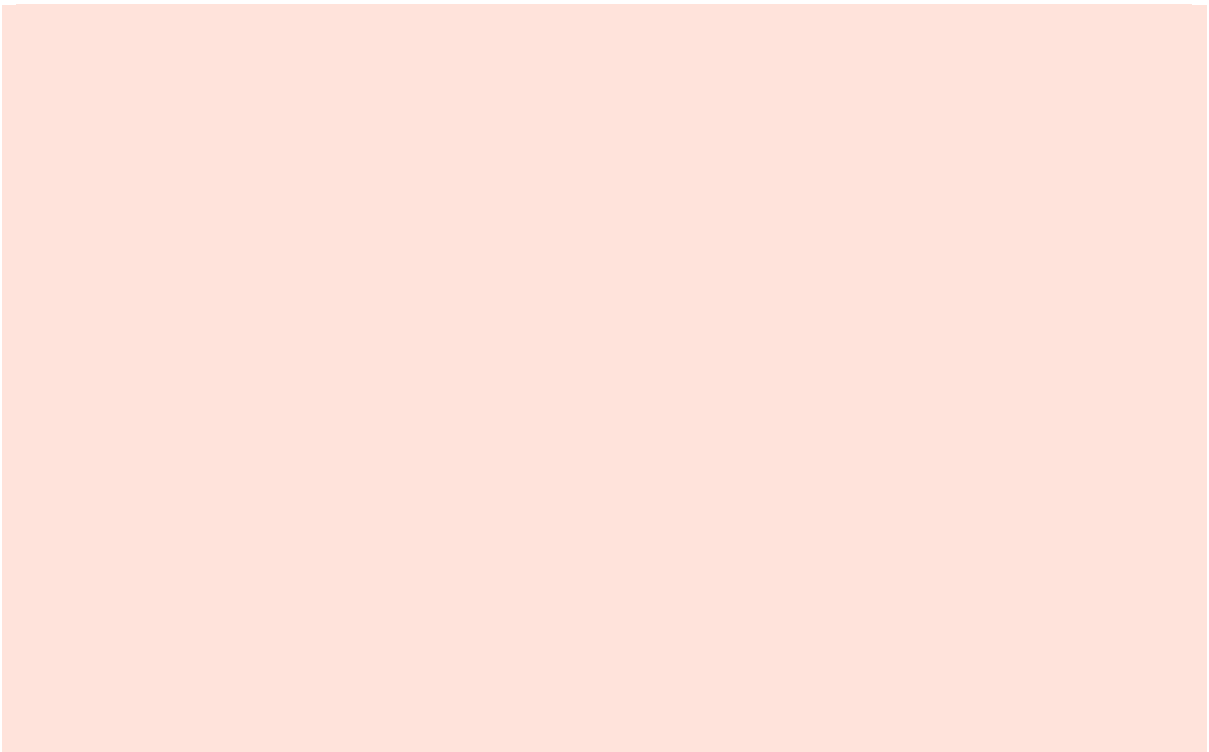
A lot of us believe that people who have healthy habits feel motivated to do those habits all the time, but that's not the case at all.

Once you persevere through the demotivation with determination you will create habits and you will be able to do those habits naturally, even when you don't feel like it. Because even once you've developed the habit, you will still have days when you don't feel like it.

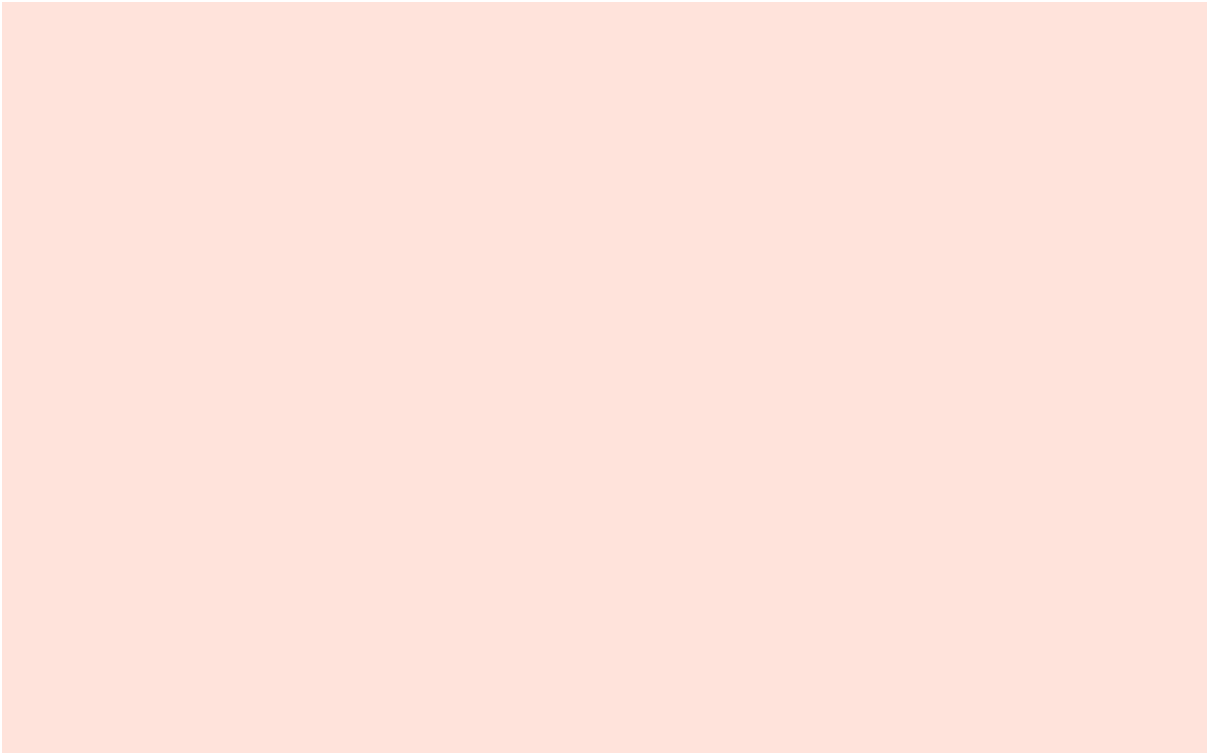
Do you believe you're the type of person to achieve your goals and follow through with your plans? Why?



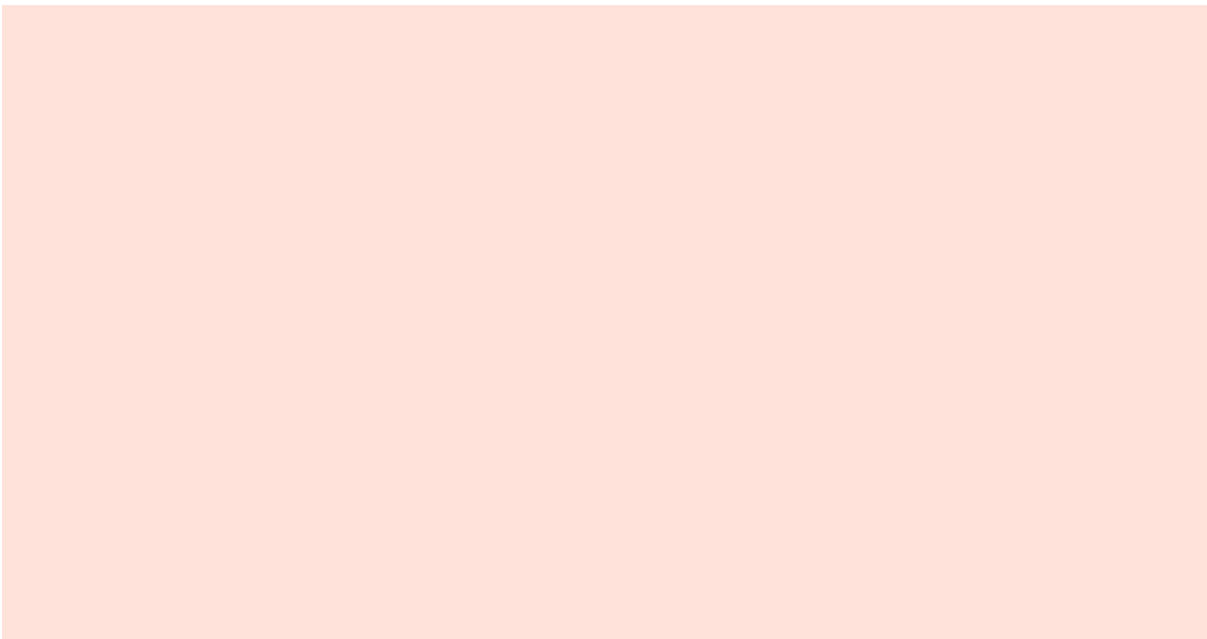
Write down a time when you followed through with your plans / new habit / new routine.



When starting a new habit, what is the biggest challenge which holds you back? (e.g. self-doubt, motivation, lack of time)

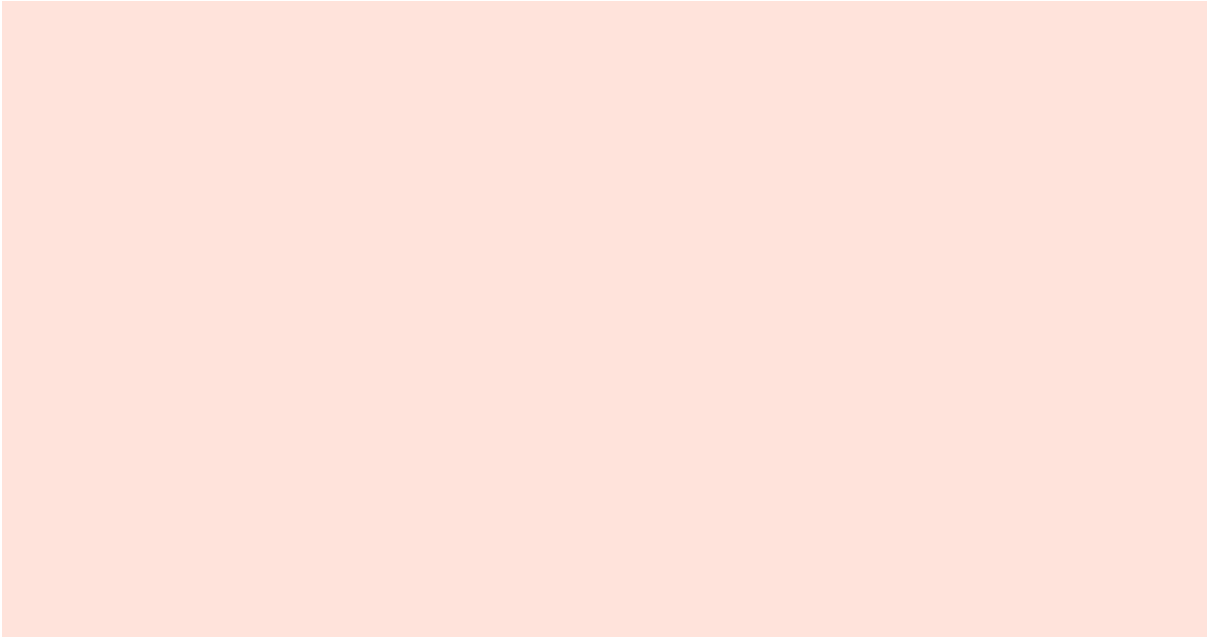


When starting a new habit, which skill, trait or support do you have, which you can use to commit to your habit for 30-days? (e.g. accountability buddy, morning person, determination)

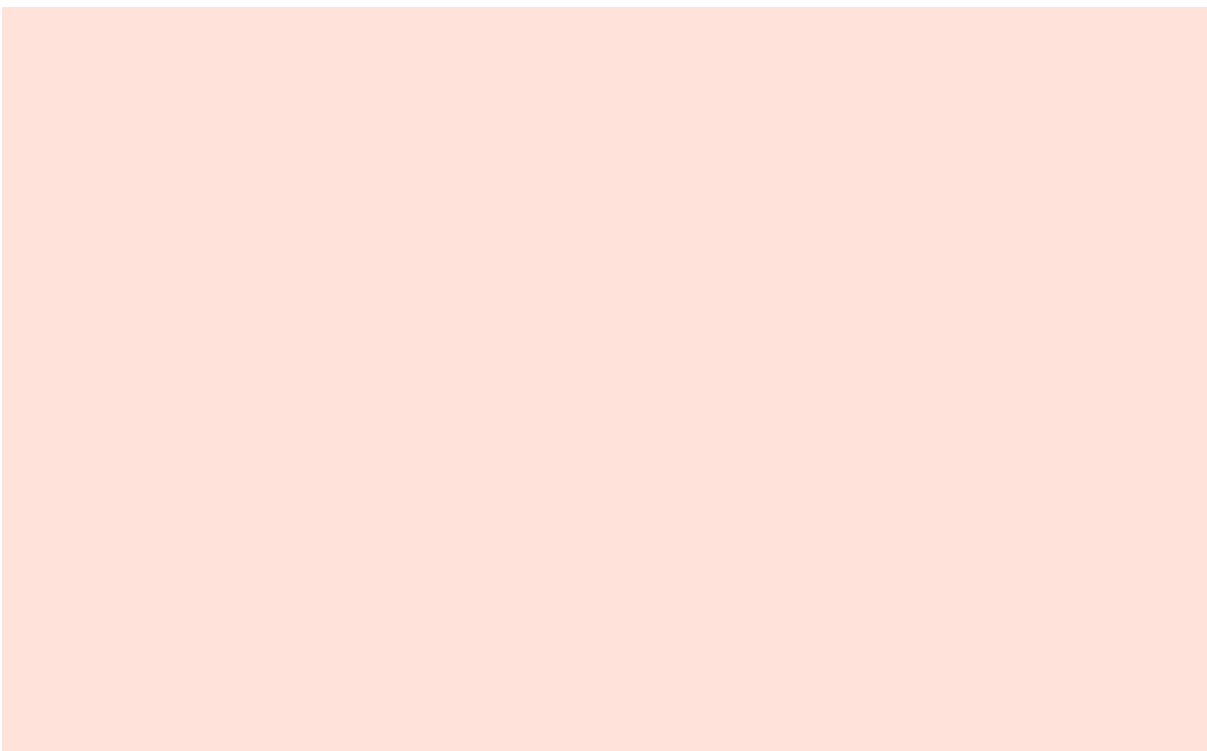


Is your new habit important to you? (Ask yourself, am I just doing this because other people are doing it?)

Remember: With social media, it's easy to get caught up in what everyone else is doing and think that maybe we should be doing that as well.



Does your new habit inspire and motivate you? Why?



HABIT INSPIRATION

Struggling to think of a habit? Choose a habit to focus on from these 6 areas:

1

Wellbeing

2

Relationships

3

Career

4

Finance

5

Personal
Growth

6

Productivity

WELLBEING

Your well-being is your overall health and happiness. How often do you exercise? Have you developed healthy eating habits? Are you getting enough sleep? Are you happy?

Below are some well-being habit ideas to spark inspiration.

Read everyday	Get 7-9 hours' sleep every night	Journal daily
Exercise regularly	Wake up earlier	Go to bed earlier
Repeat positive affirmations every morning	Meditate	Create a morning routine
Drink more water	Stretch every morning	Switch off electronics one hour before bed
Dedicate time each week for self-care	Stop snoozing your alarm	Cook a healthy breakfast every morning
Take deep breaths or count to ten before responding when stressed		

Well-being habits I would like to create:

Well-being habits I would like to change:

Well-being habits which I'm proud of:

RELATIONSHIPS

Are you happy with your relationship? How often do you see your friends and family? Do you spend enough quality time with your partner? Do you get on well with your colleagues? Are there any areas in your relationships which you would like to improve on?

Below are some examples of positive relationship habits.

Ring someone you love at least once a week	Make plans to see your friends once a month	Say "I love you" more
Put your phone away during conversations	Ring more and text less	Compliment others
Snuggle with your partner in the mornings and evenings	Spend family dinner time at the table and not in front of the TV	Smile more
Turn off electronics in the evening and spend time with your family		

Relationship habits I would like to create:

Relationship habits I would like to change:

Relationship habits which I'm proud of:

CAREER

The work you do plays a huge part in your life and makes up a large part of your everyday life. Think about the habits which you've developed in your career or in your study

Below are some examples of healthy career and educational habits.

Check tomorrow's diary every evening	Arrive at work earlier	Ask more questions
Ask for feedback	Learn to negotiate	In difficult situations, speak in person instead of email
Prioritise more	Take notes during meetings / classes	Use your initiative more
Listen or read educational or helpful topics during your commute		

Career / study habits I would like to create:

Career / study habits I would like to change:

Career / study habits which I'm proud of:

FINANCE

Think about your spending habits. Do you budget? Do you regularly stick to your budget? Do you search for discounts and use coupons? Could you change your finance habits for the better?

Below are some examples of smart finance habits.

Use coupons and discounts codes	Track your spending habits	Create a budget
Export bank statements onto a spreadsheet	Reduce possessions and spending habits	Save for your pension
Save at least 10% of your salary	Put your change in a piggy bank	Consolidate credit cards into one interest free offer
Change your bills to monthly direct debits, for the same date		

Finance habits I would like to create:

Finance habits I would like to change:

Finance habits which I'm proud of:

PERSONAL GROWTH

How much time and money do you spend on your own self-development? Do you make time to learn new skills? Do you seek feedback and learn from constructive criticism?

Below are some examples of personal growth habits.

Avoid negative influences	Everyday find five beautiful things	Start a gratitude journal
Stop procrastinating	Show kindness to others	Ask for feedback
Listen and analyse your own reactions (body language and words)	Read everyday	Avoid negative influences
Do something out of your comfort zone every day or every week		

Personal growth habits I would like to create:

Personal growth habits I would like to change:

Personal growth habits which I'm proud of:

PRODUCTIVITY

Do you think your home and or work life would be easier if you were more productive? Think about challenges which you come up against, are there any habits which you could develop which would make you more productive and feel more organised?

Below are some examples of habits which could make a big and small difference to your productivity.

Remove email notifications	Schedule time to complete tasks	Plan your week every Sunday
Review your diary every evening	Review your diary every evening	Limit technological distractions
Create a morning routine	Stop multi-tasking	Make a to-do list and priorities your tasks
Limit the number of times you check your social accounts		

CHOOSE YOUR HABIT

Productivity habits I would like to create:

Productivity habits I would like to change:

Productivity habits which I'm proud of:

How to choose a habit

How do you decide which habit to work on first?

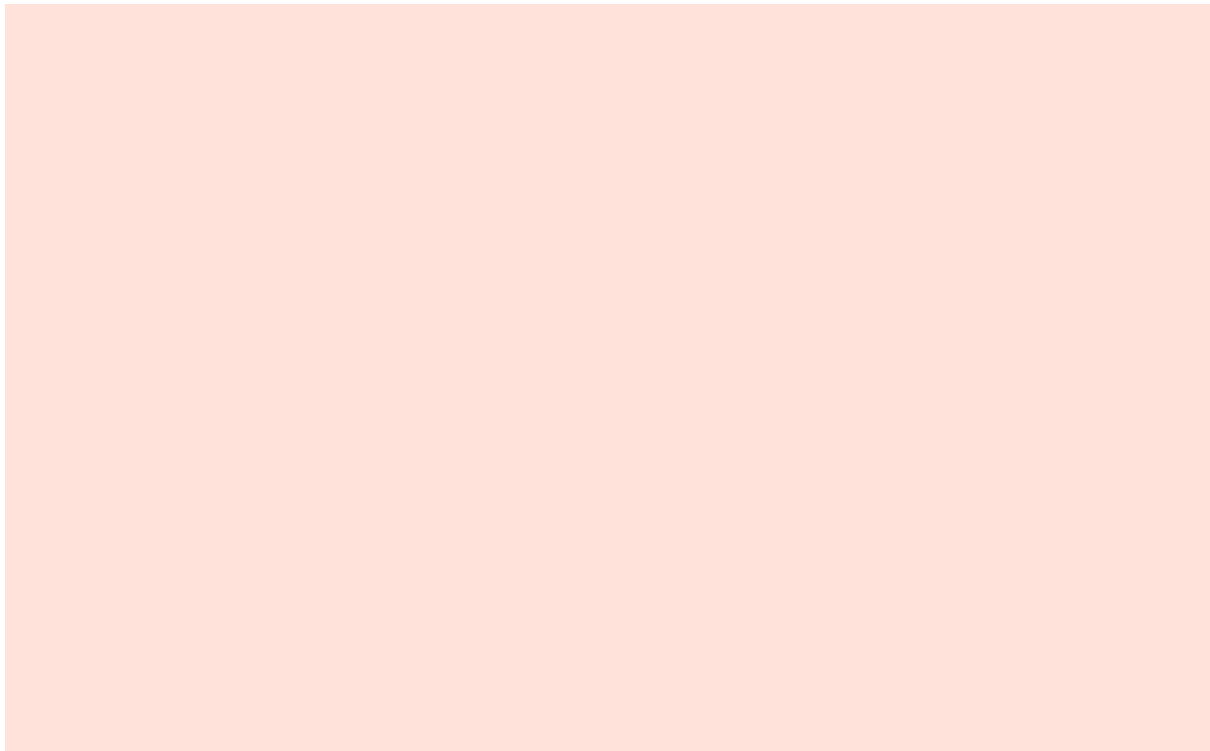
If you're life feels a bit messy and there are various habits you want to adopt and various areas in your life that you want to improve, then start by asking yourself the following questions.

I highly suggest putting pen to paper rather than thinking your answer or writing your answer digitally. You can use the space below to write down your answer or your own notebook.

What is the one biggest pain point in your life right now?

Examples:

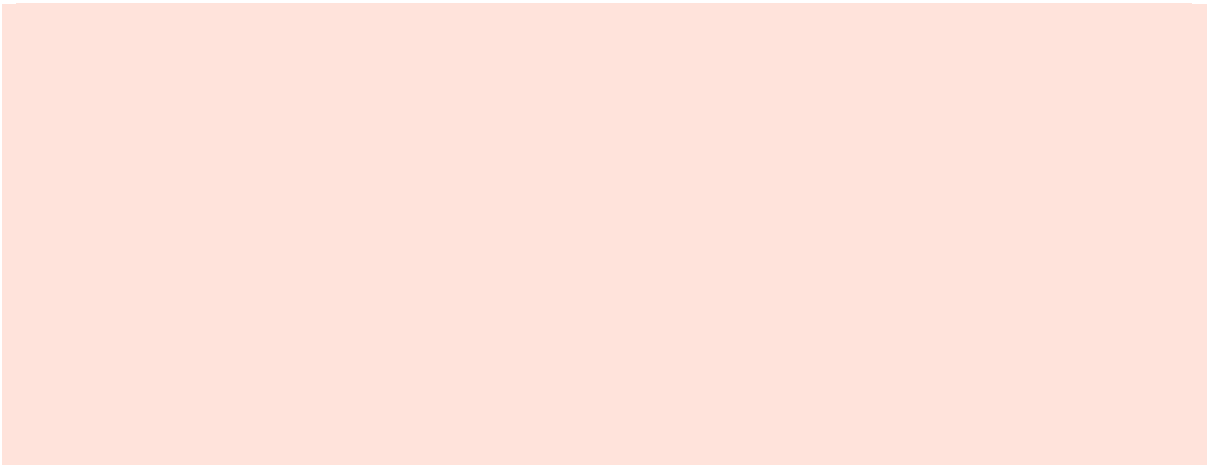
- Rushed and stressful morning
- No "me time"
- Feel lost and overwhelmed
- Lack of organisation
- Lack of energy



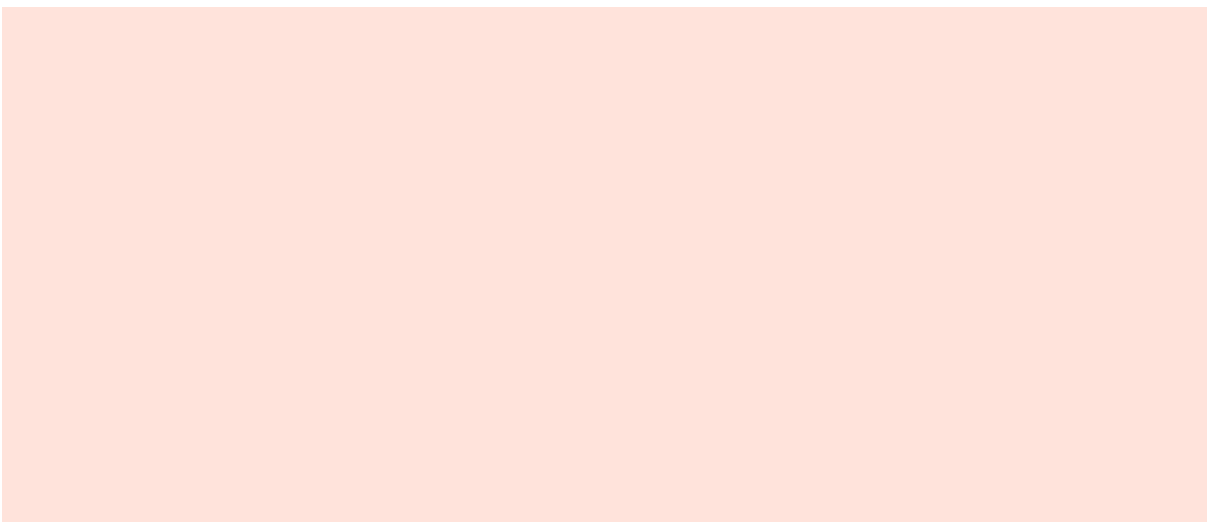
What is one thing you could do to make it better?

Examples:

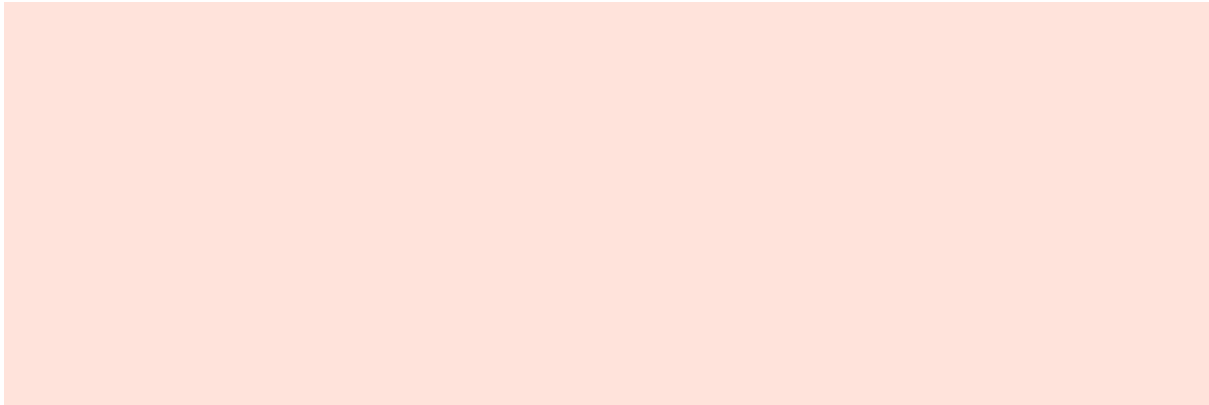
- Rushed and stressful morning = waking up earlier
- No “me time” = morning routine
- Feel lost and overwhelmed = journaling and affirmations
- Lack of organisation= planning
- Lack of energy = exercise



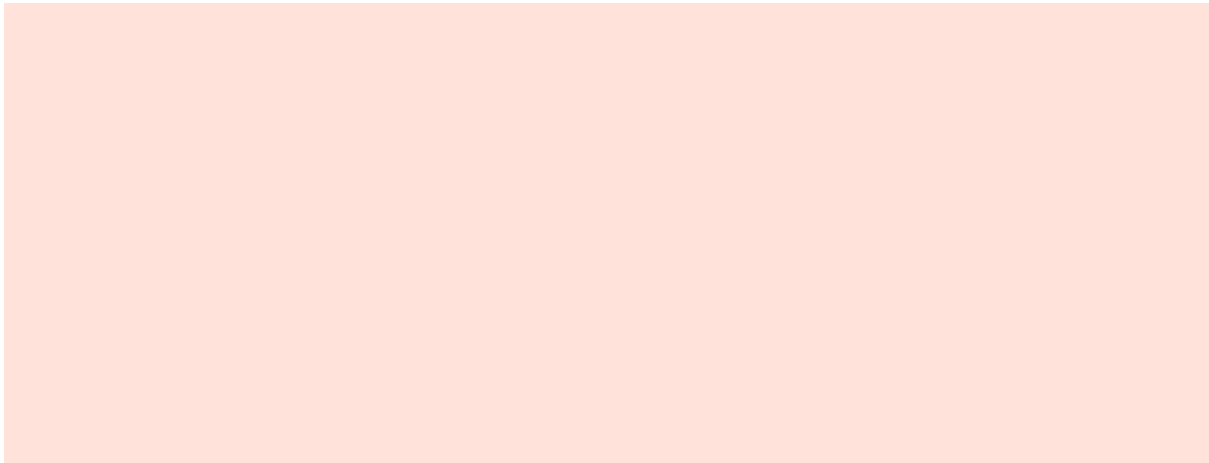
What habits do you find yourself admiring in other people and wishing you had?



What habits do you find yourself actively avoiding? Would doing this habit make your life a lot easier? (e.g. waking up earlier, going to bed earlier)

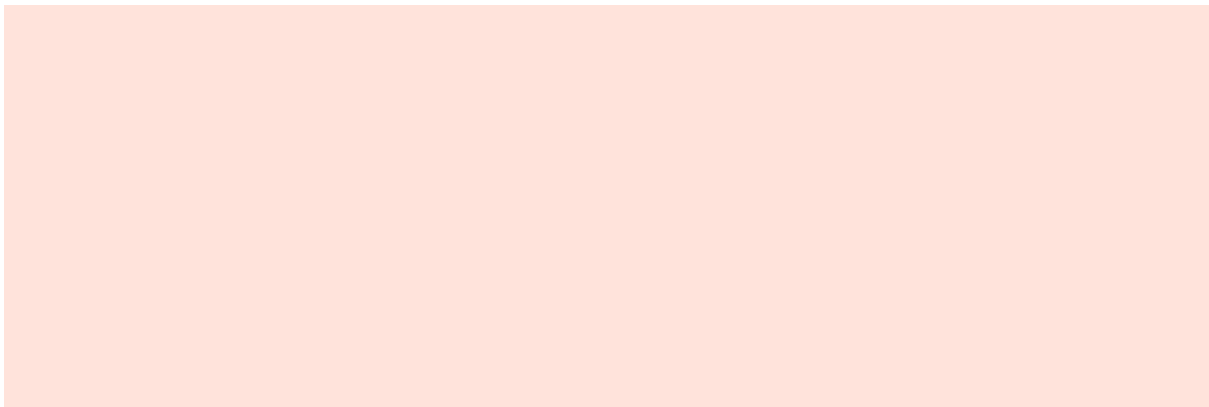


Which habit would create the biggest impact on your life



By focusing your energy on just one habit you can create your dream lifestyle and be a happier, healthier and a more productive version of you.

My focus habit is:

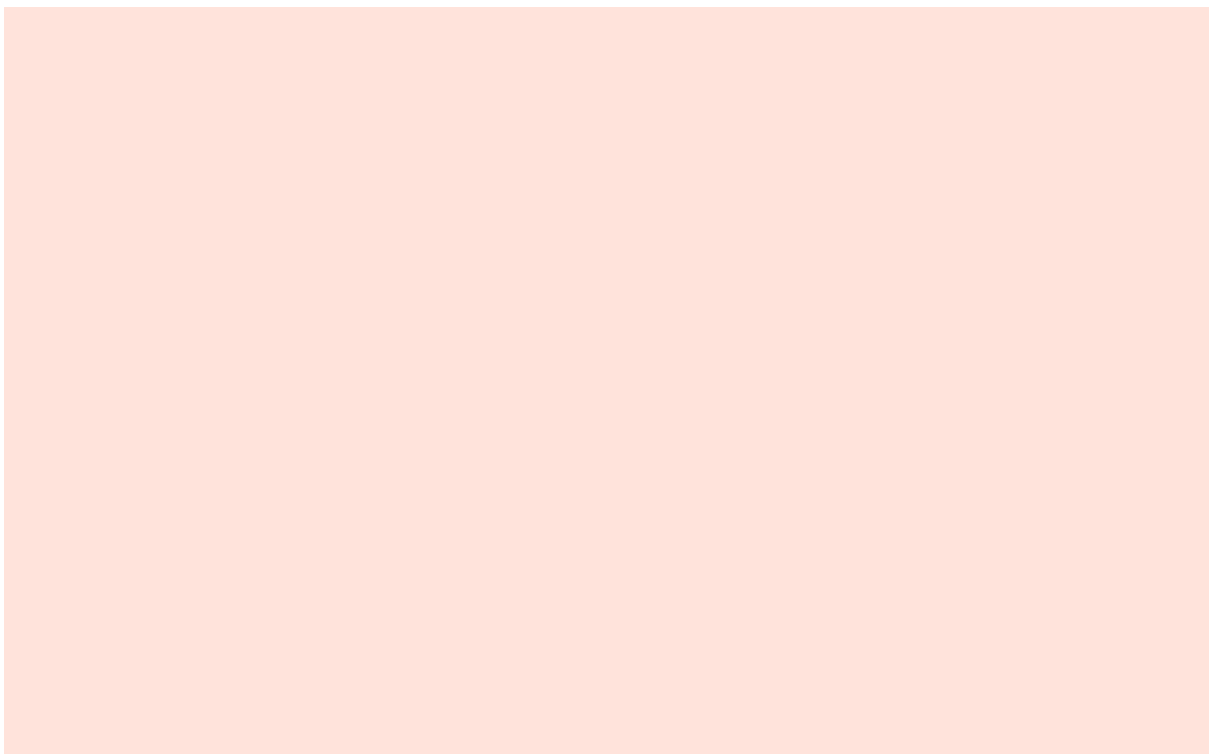


Understanding your goal and defining success

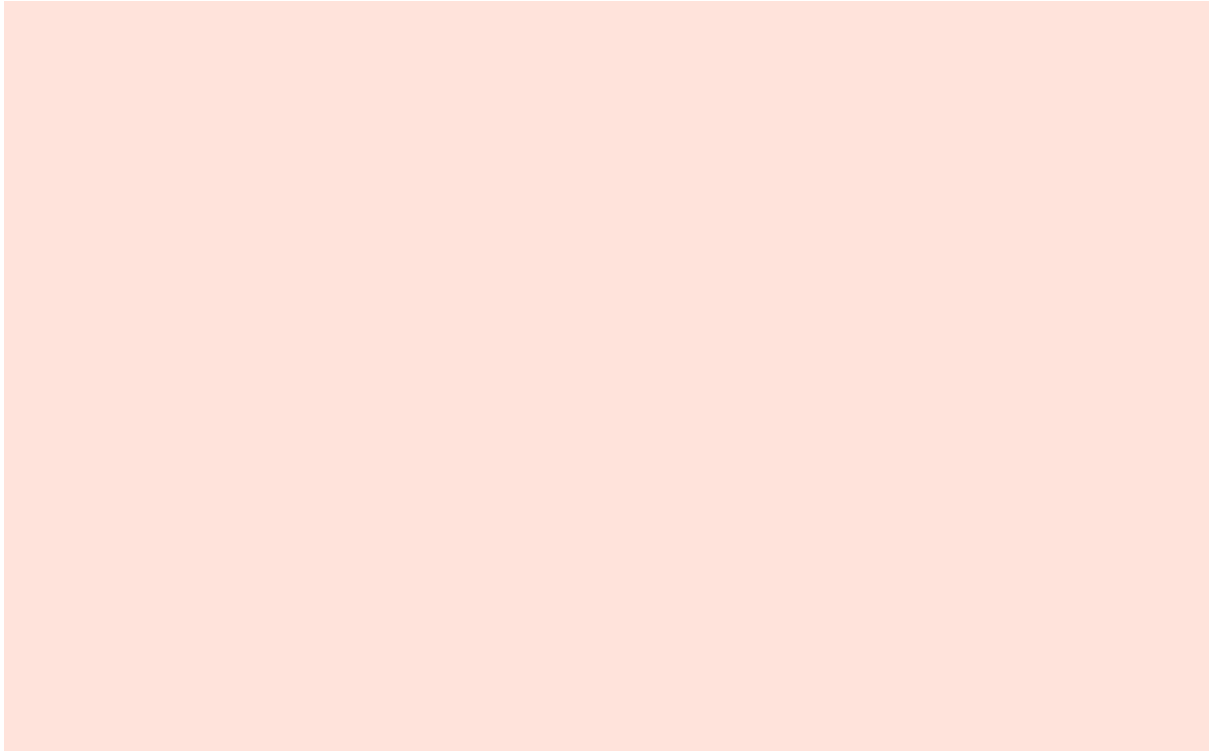
My focus habit for the next 30-days is...



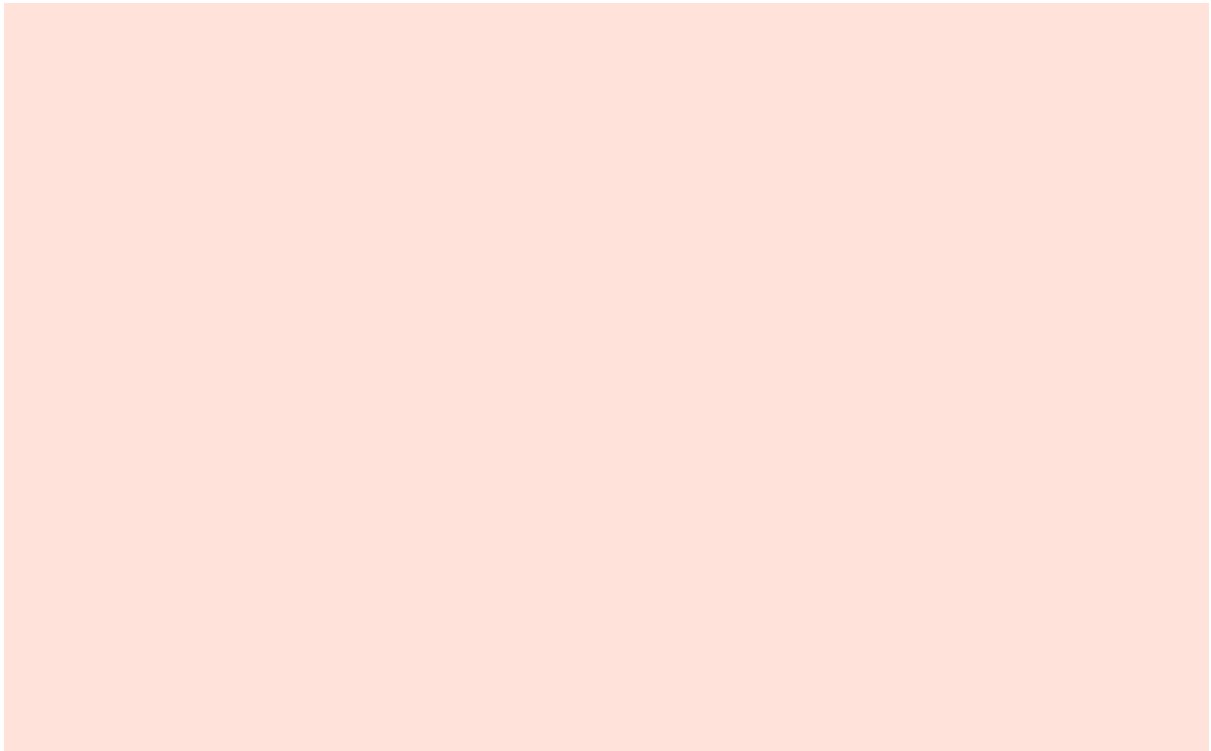
How often will I do my habit? (every day, every morning?)



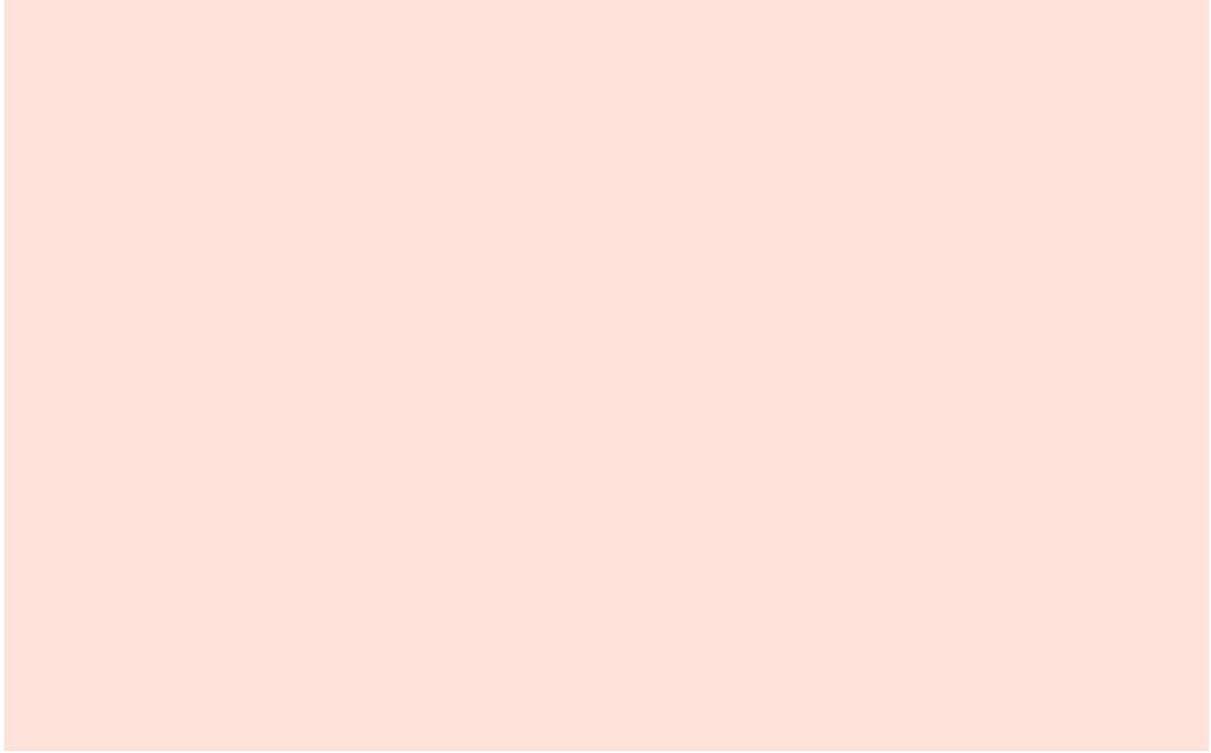
Why do I want to create this habit?



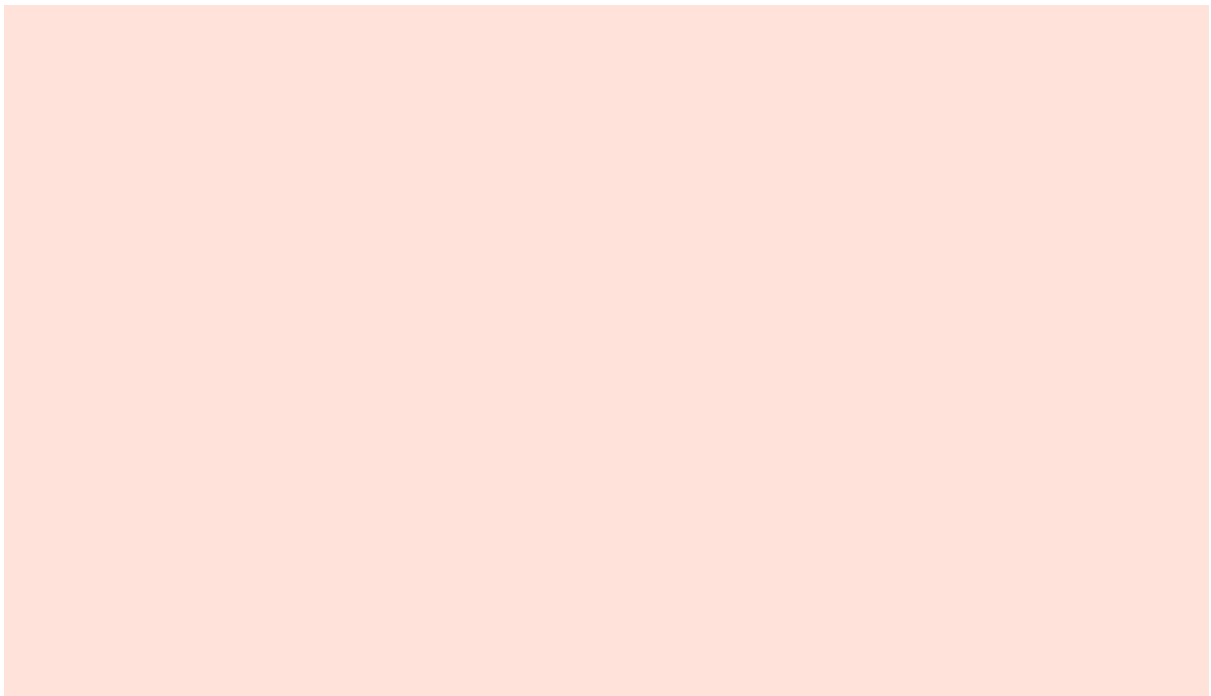
What does this habit mean to me?



What do I want to achieve through the repetition of this habit?

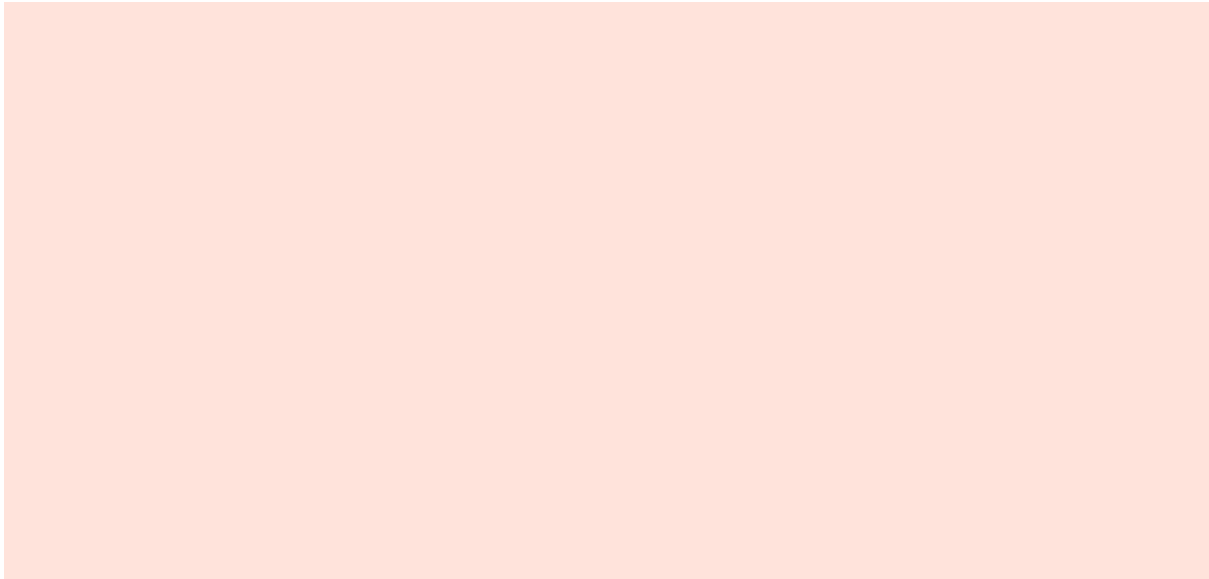


How do I want to feel after sticking to this habit for 30-days?



COMMIT FOR 30-DAYS

First, remind yourself what your focus habit is...



Try your new habit

To make sure you stick to your focus habit for the next 30-days you must track your progress using your Habit Tracker.

Journaling:

You can journal your progress for the next 30-days however this is optional as we don't want to make your habit any more difficult than it might already be.

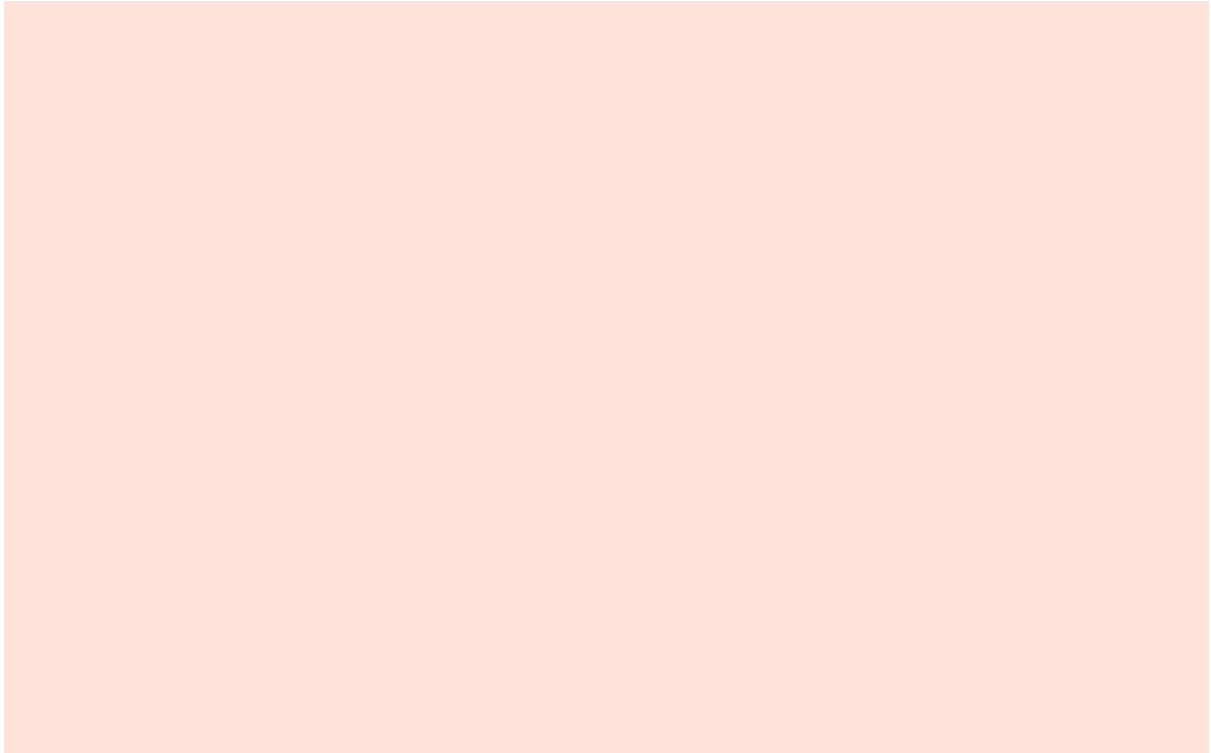
Habit Tracker:

In your Habit Tracker, tick or mark (in whatever way you please) each day you have completed your habit. Using your habit tracker will create momentum and will create feelings of success and encouragement.

Grace Day:

If there are any days when it's impossible to complete your habit, simply mark this day as a "grace day" in your habit tracker. Remember, a grace day doesn't mean you've ruined your habit. However, you shouldn't decide to give yourself a "grace day" ahead of time, this should only be used if your habit was not possible on that day.

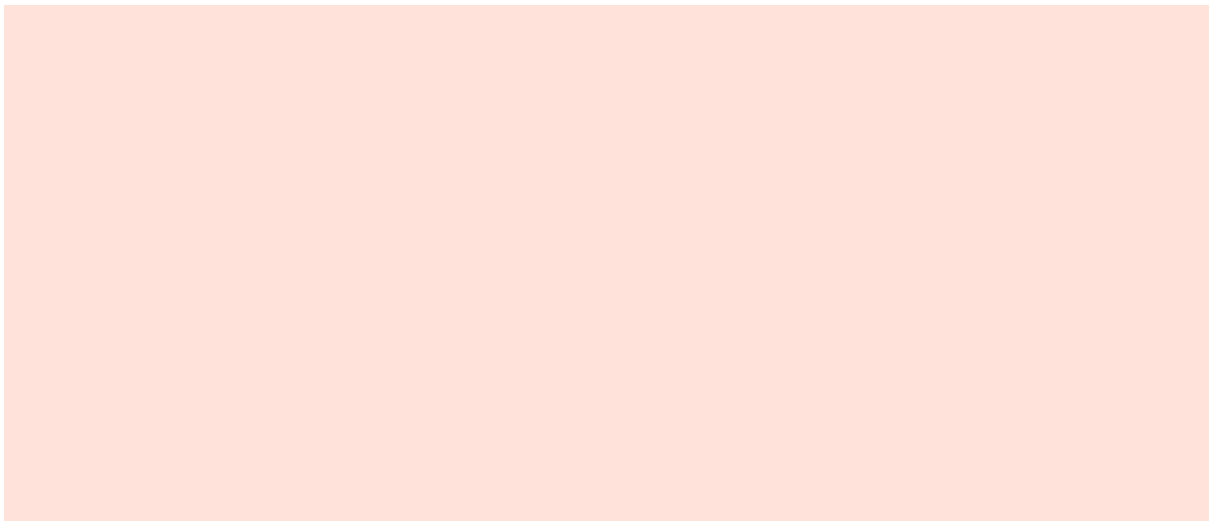
At the end of each day after I have completed my habit I will feel...



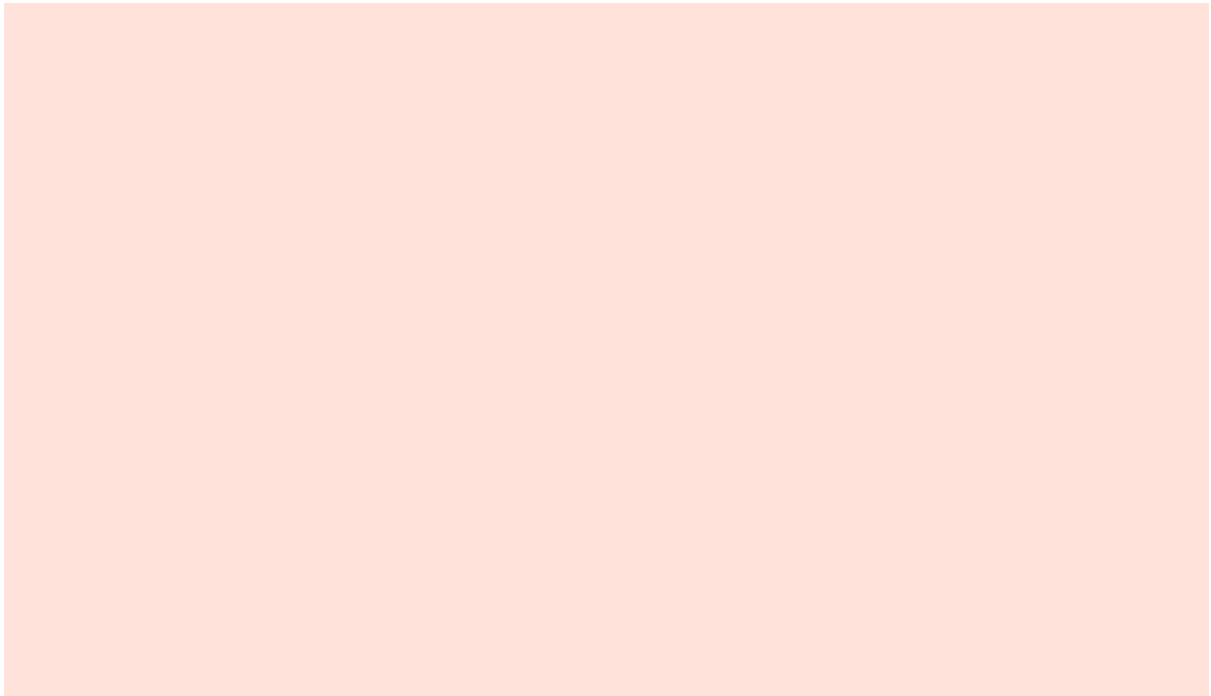
Reflect and assess

After the first 30-days of trying your new habit, it's time to reflect on the past 30-days and assess your performance.

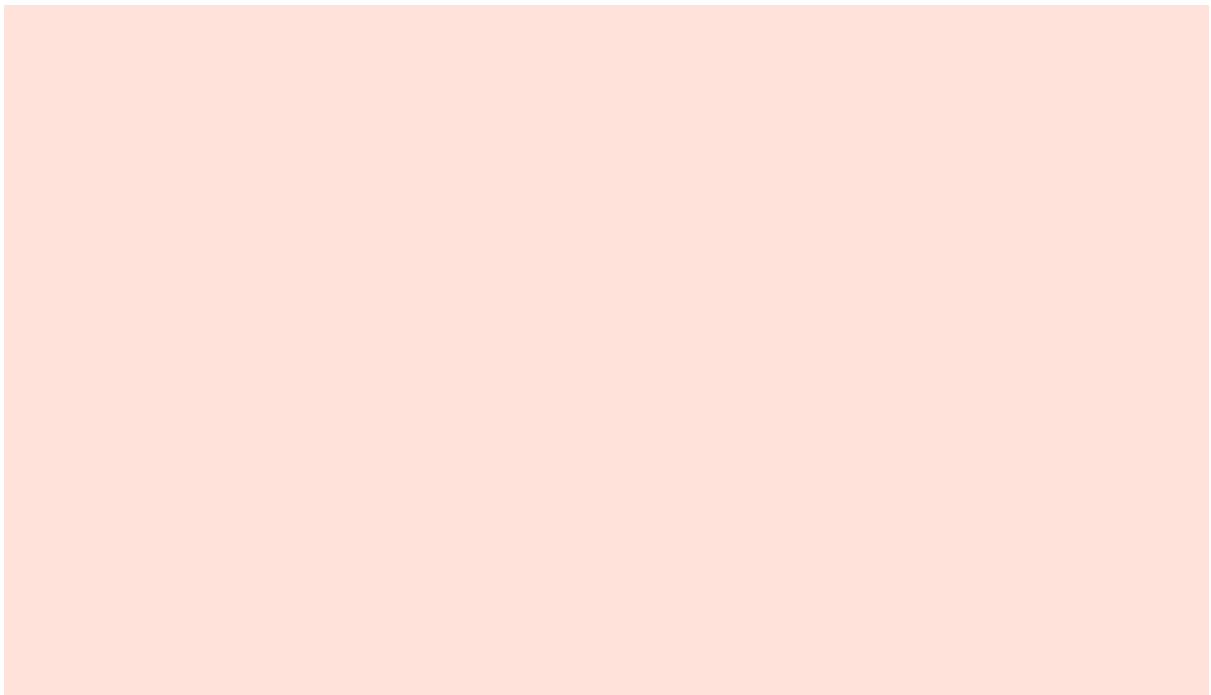
How did I feel before I started my new habit?



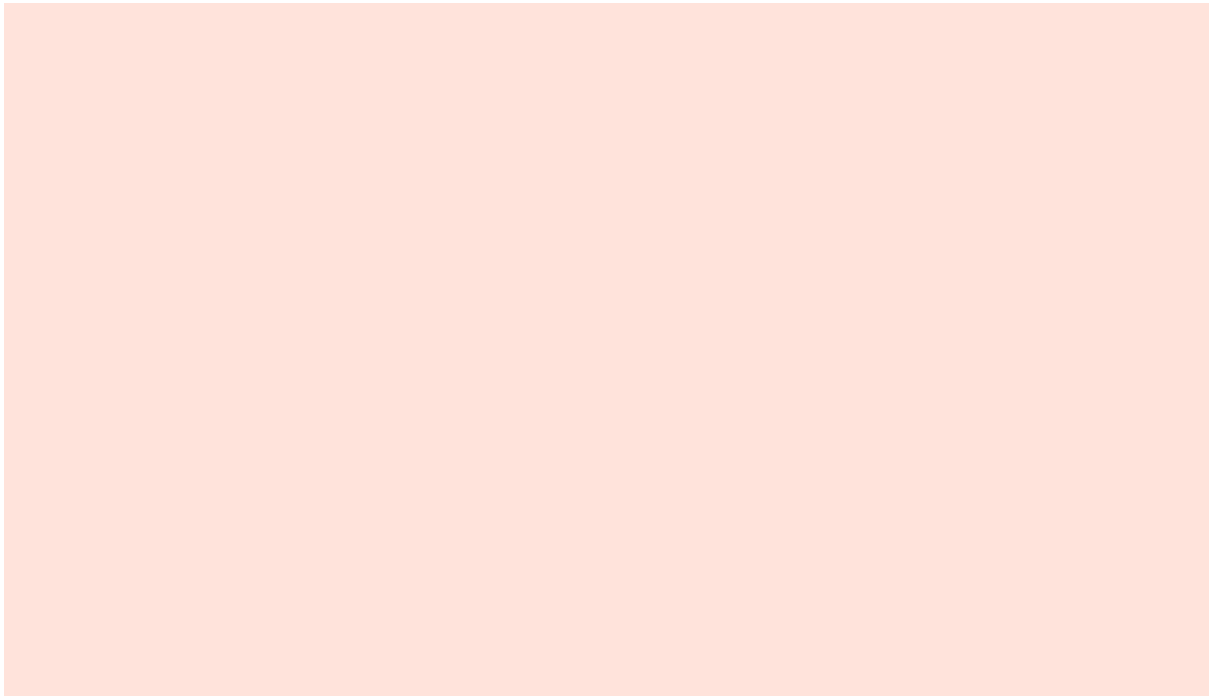
How did I feel during the first week?



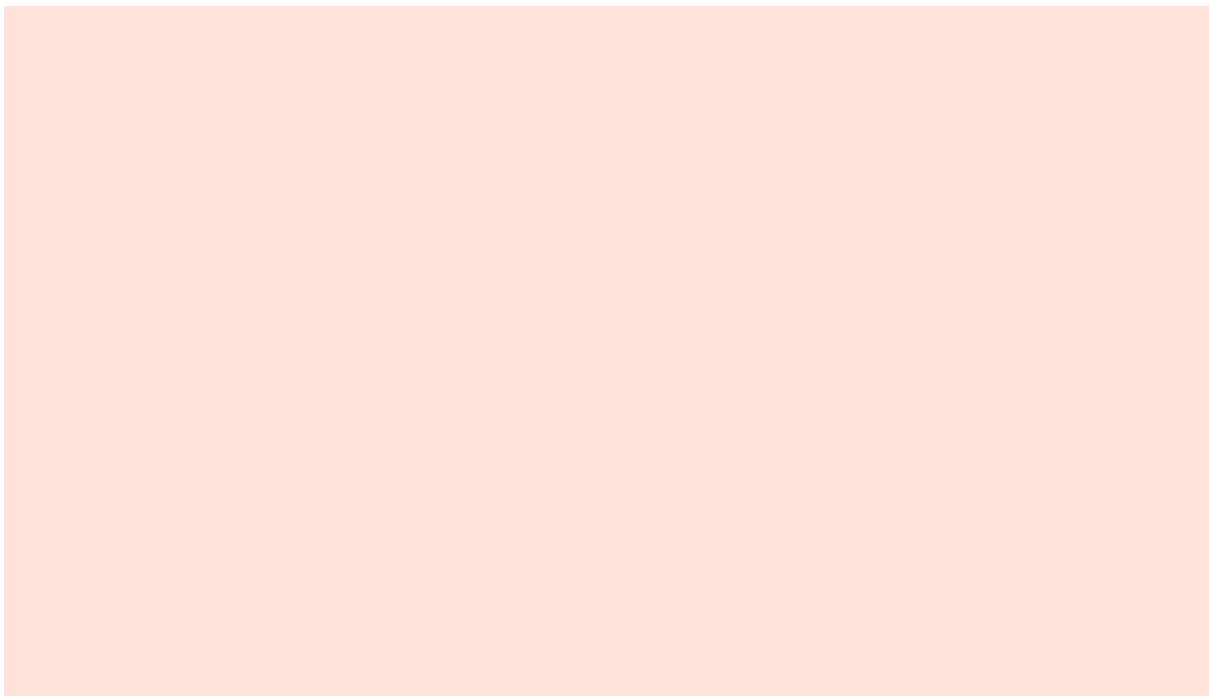
Did I feel motivated throughout the entire 30-days?



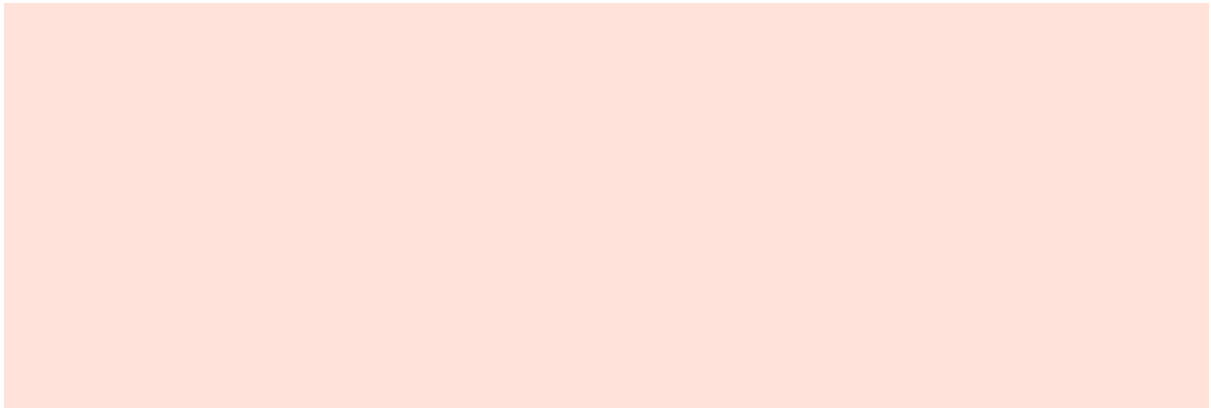
If I lost motivation during the first 30-days, how did I overcome this feeling?



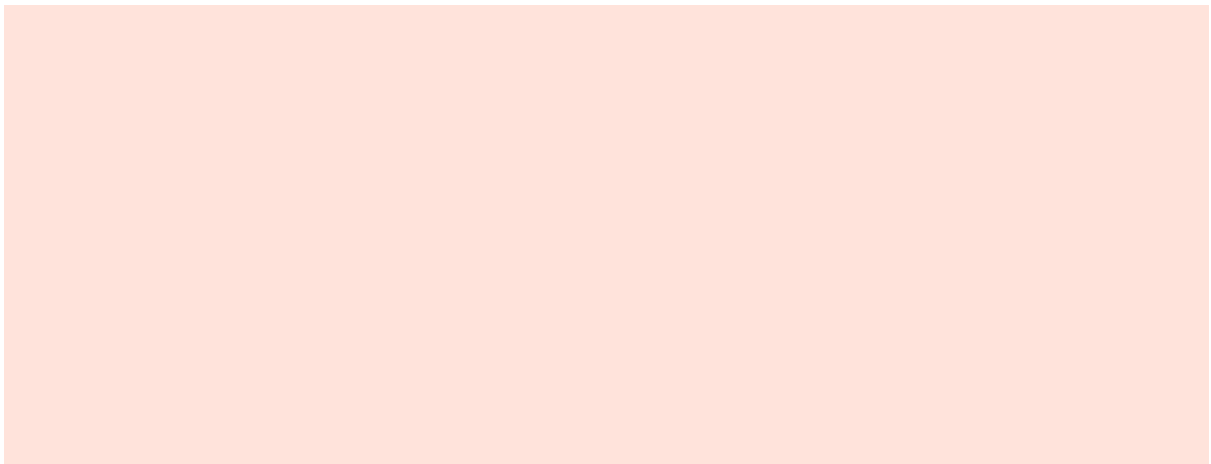
If you had an accountability buddy, did you find it helpful? If you didn't have an accountability buddy, do you think it would have been helpful?



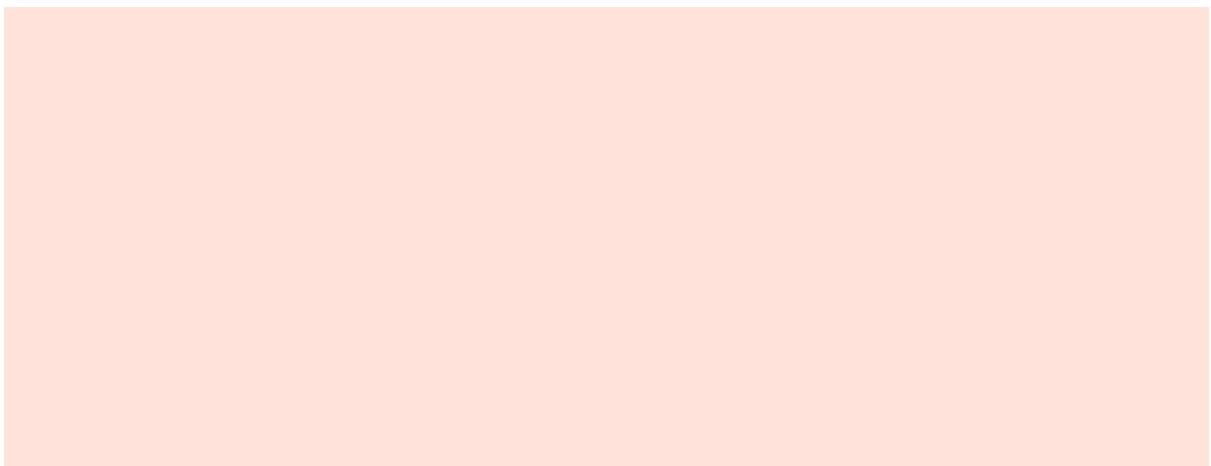
How many days of grace did I have and how did these days make me feel?



How do I feel now that I have seen my habit through for 30-days?



Would you change the way you approached your new habit? And why? (e.g. time of habit, length of habit)



Steps after the first 30-days

Once you've reflected on the past 30-days and assessed your performance, it's time to decide on your next steps. Tick your next step:

- Option 1 Continue developing this habit for the next 30-days until it becomes part of your natural routine.
- Option 2 I feel comfortable with this habit and I believe that I can stay on track with it while I focus on a new habit for the next 30-days.

Why did you choose this option?

If you ticked option 1: Will you change anything about your habit? If yes, what will you change and why? (e.g. make the habit easier or more challenging)

If you ticked option 2: How will you ensure you stay on track with your habit, while you are focusing on a new habit during the next 30-days?

Habit stacking

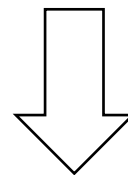
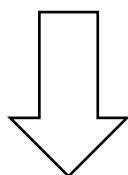
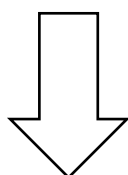
The concept of habit stacking is basically a way to take advantage of your current habits to build new ones, and it's so easy and simple to implement!

You already have current habits that are solidified into your lifestyle and by stacking smaller habits on top of your current habits, you can easily develop new habits.

- After I take off my work shoes, I will immediately change into my workout clothes
- After I brush my teeth I will floss
- After I sit down to dinner, I will say one thing I'm grateful for that happened today
- After I get into bed at night, I will give my partner a kiss

Write below some habit stacking ideas you can implement into your lifestyle:

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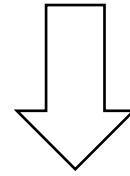
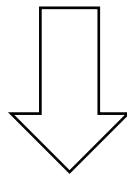
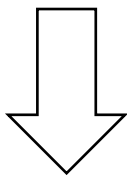
Once you've mastered the basic structure of habit stacking, you can begin to create larger habit stacks and take advantage of the momentum that comes from one behaviour leading into the next.

For example, your morning routine habit stack might look like this:

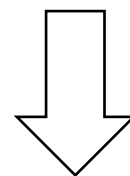
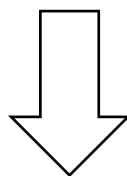
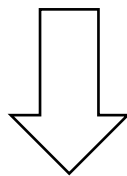
- After my alarm goes off, I will get out of bed, make a cup of tea and meditate for 5 minutes.

Write below some larger habit stacking ideas you can implement into your lifestyle:

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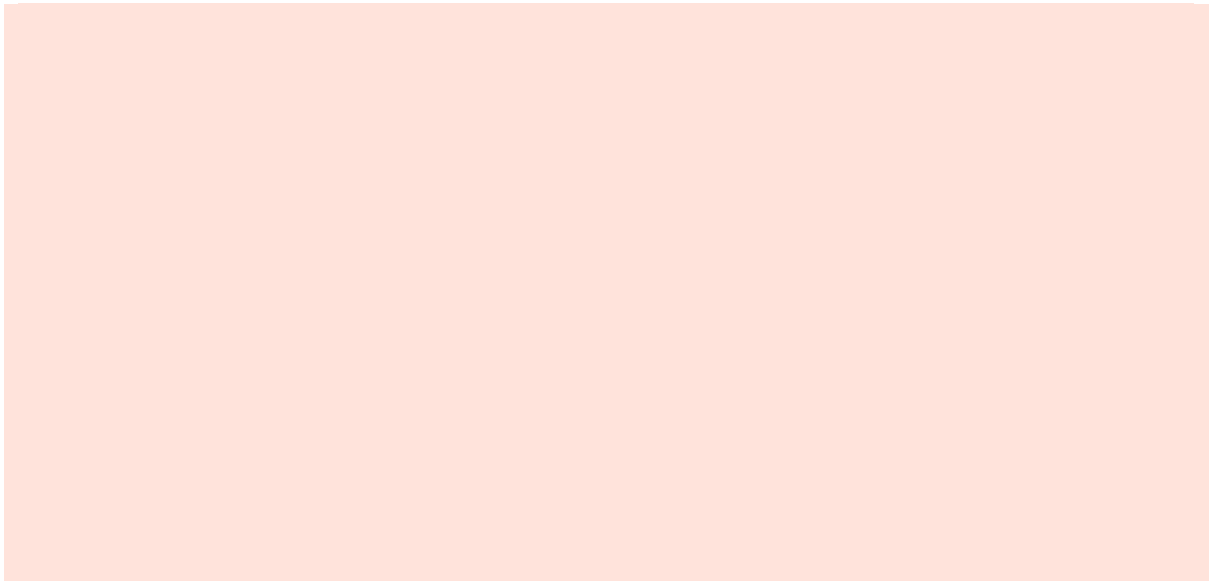
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Habit stacking secret

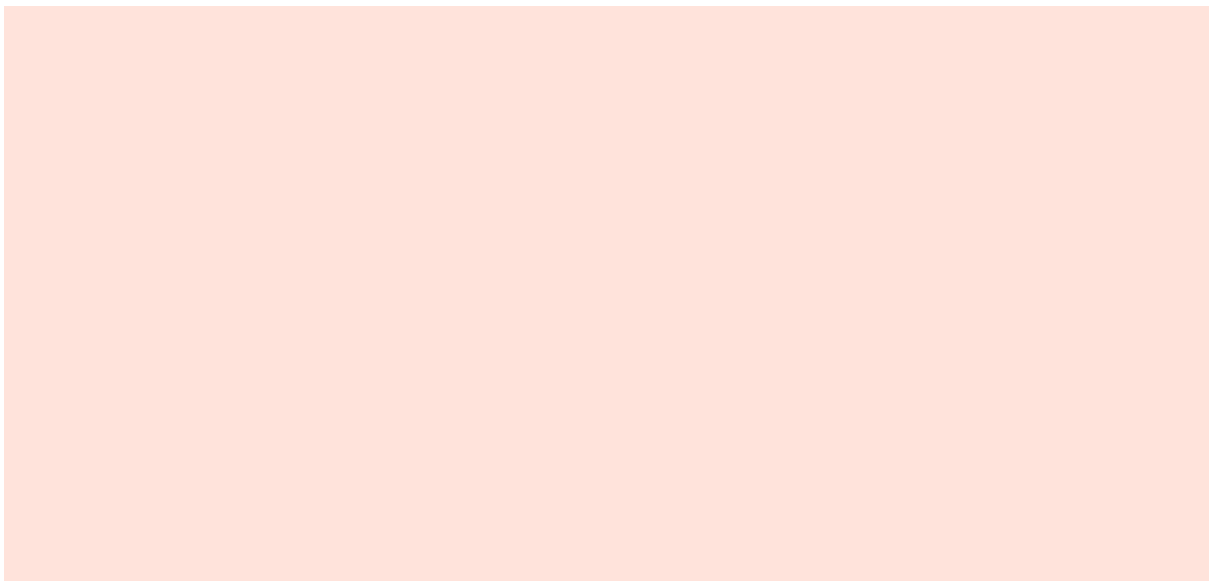
The secret to creating a successful habit stack is by selecting the right trigger. When and where you choose to create a habit into your daily routine can make a huge difference.

For example, if you're trying to add reading into your morning routine but your mornings are usually very chaotic, then this is likely to be the wrong time. Think about the best time and place for a successful result.

A habit stack I want to implement into my life is...



I will make this habit stack easy by...



I will do this habit stack... (once a day, twice a day)

Micro habits

Another great way to develop habits is to make micro-commitments and focus on small wins.

The idea behind micro habits is to take baby steps and create a low level of commitment to your habits, where it's difficult to fail.

Examples of micro habits include:

- Walking for 10 minutes a day
- Writing one paragraph of your book
- Eating one serving of vegetables each day
- Waking up 10 minutes earlier each morning

Once the micro habit becomes natural you can change your habit to something more challenging and something which will have a bigger impact on your life.

I can make my new habit easier by starting with the following micro habit...

Support and accountability

When you lack support from others, either because you haven't shared your goals or new habits with anyone or because the people who you shared them with aren't interested, this can cause serious demotivation.

When you're working on a new goal or habit, knowing that others are working towards the same thing can give you the motivation which you need.

- Online communities
- Friends
- Family
- Colleagues
- Mentor or coach
- Accountability apps (StickK, Push, Coach.me)

Accountability buddies

Accountability buddies are people who help one another stay motivated and on track with their new goal and habit.

Your commitment to the other person is to motivate and encourage the other person through difficult times.

The following people in my life could be potential accountability buddies...

DITCH UNHEALTHY HABITS

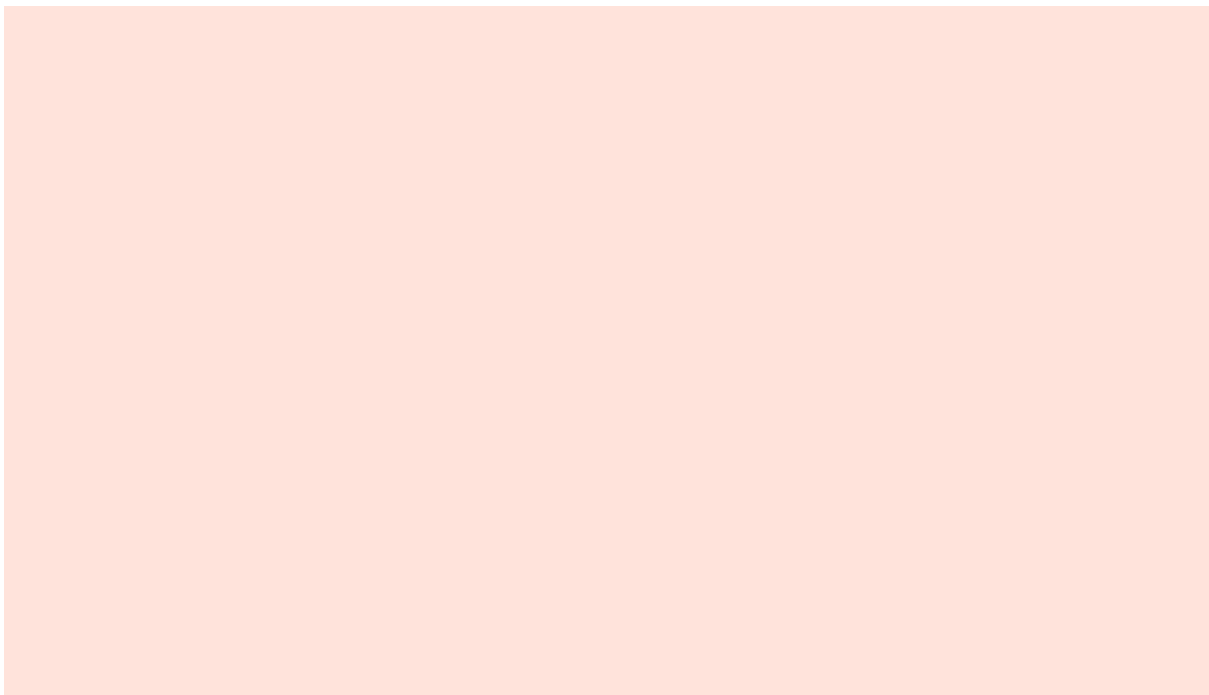
Step 1: Identify your unhealthy habits

You can't change a habit until you identify what your habit is. The following questions and journal prompts will help you identify any unhealthy habits you may have.

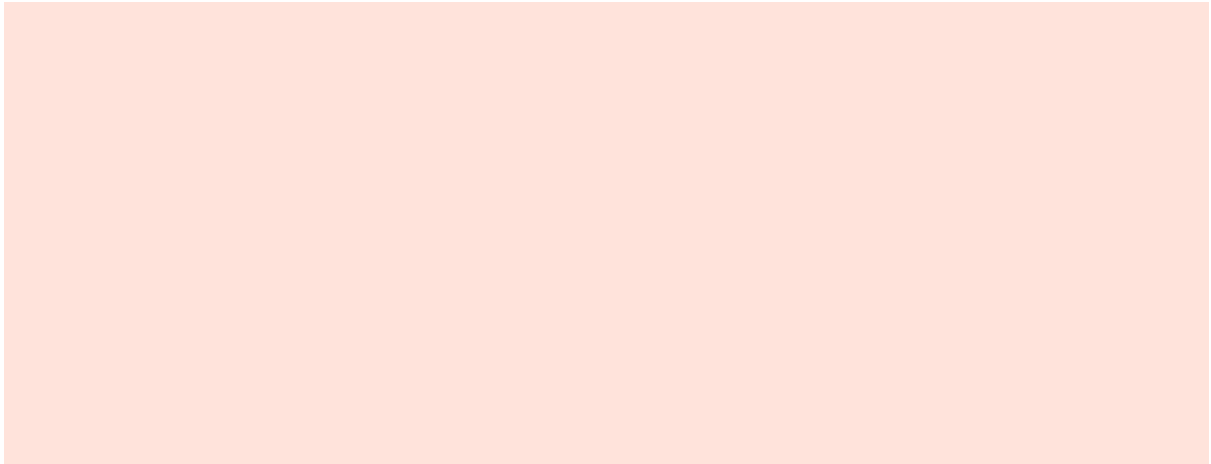
What does your morning routine look like?



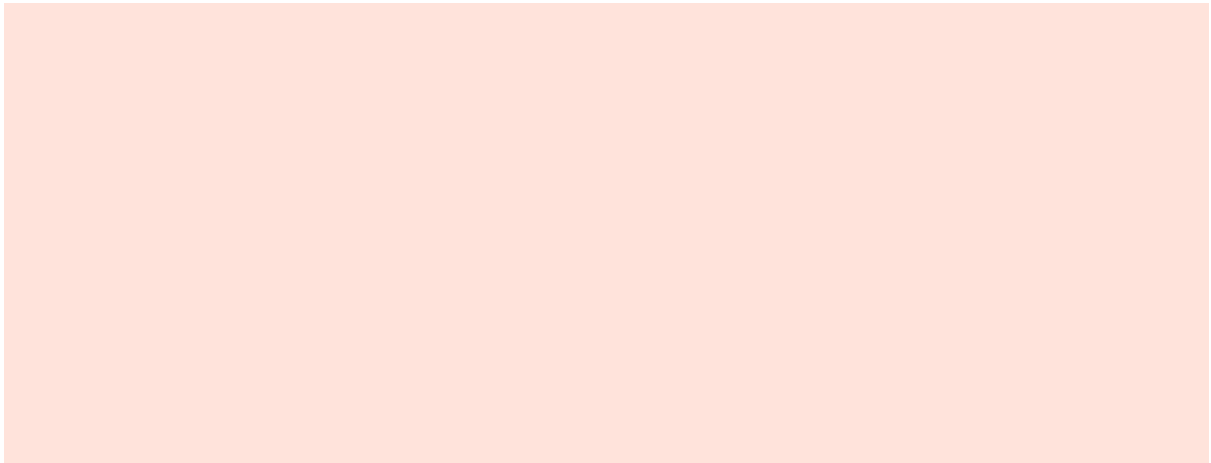
What does your evening routine look like?



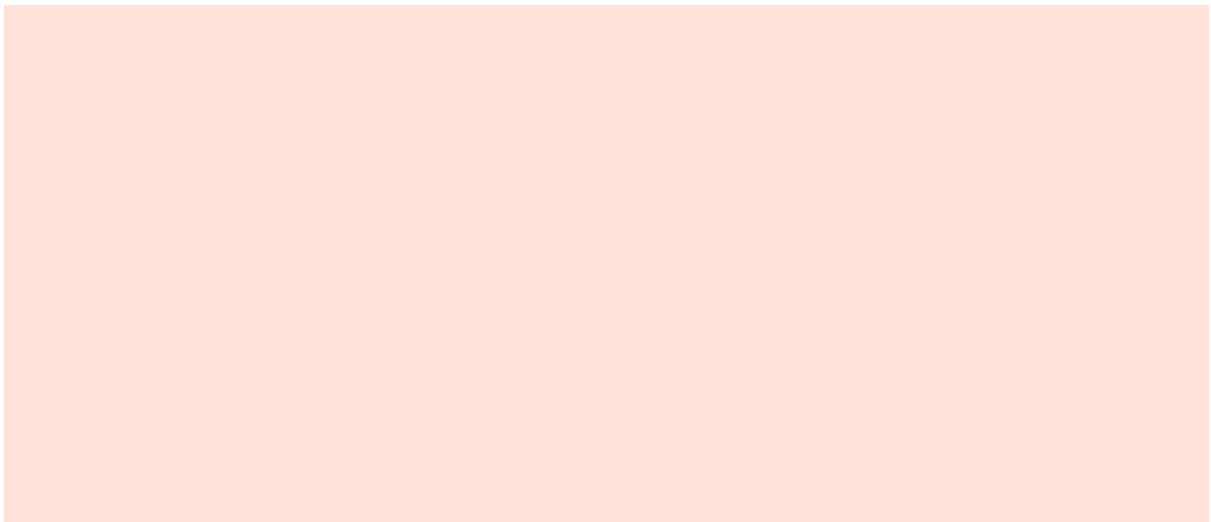
What does your exercise regime look like?



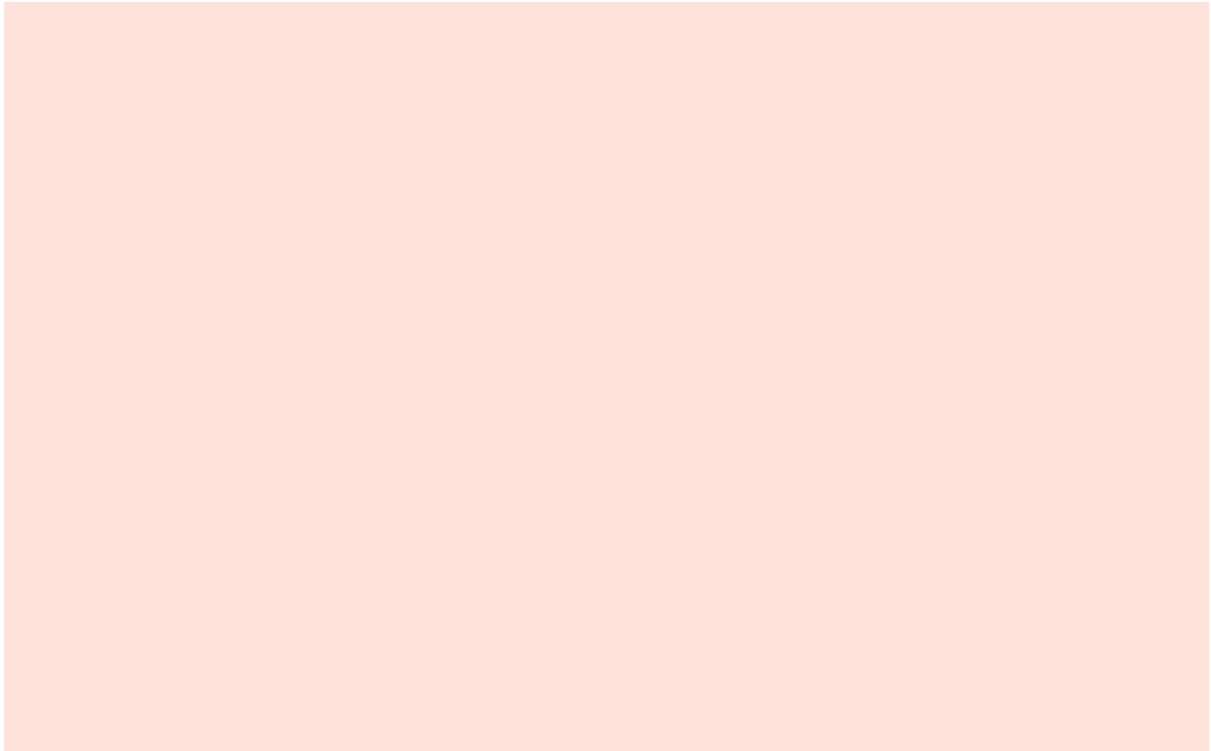
Describe your relationship with food.



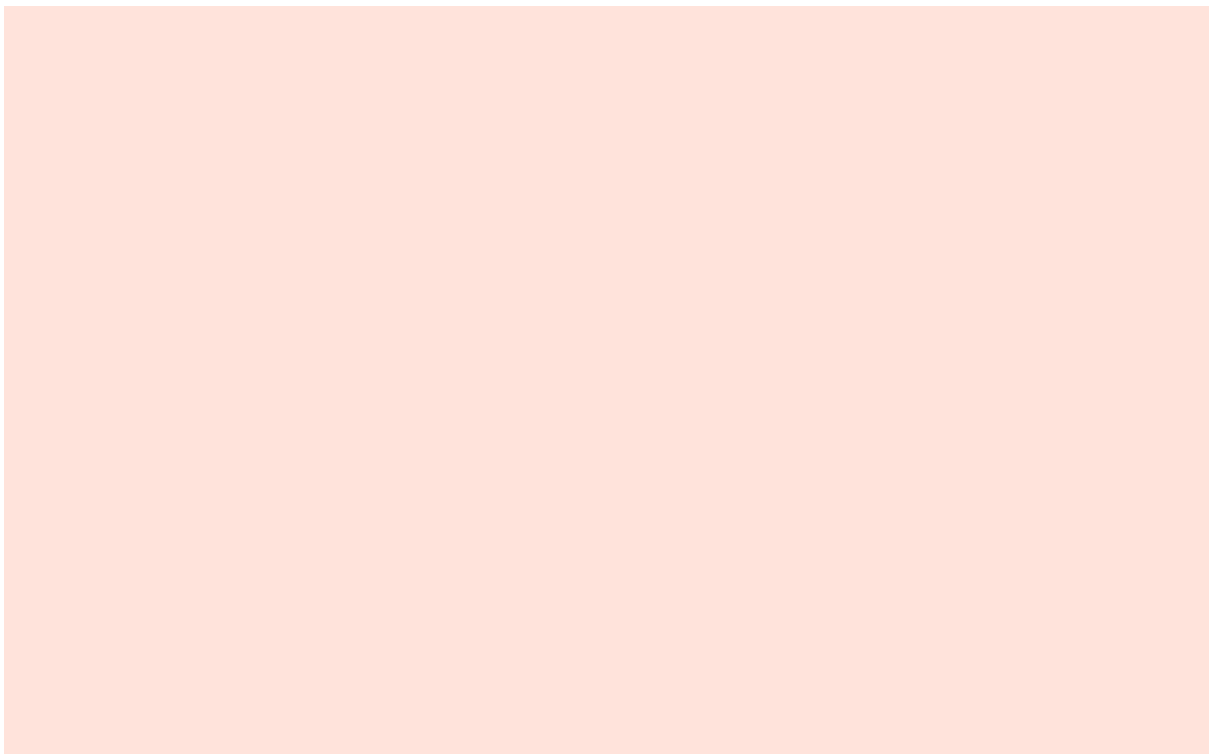
How often do you drink water, coffee, alcohol and sugary drinks?



Describe your relationship with your family, friends and colleagues



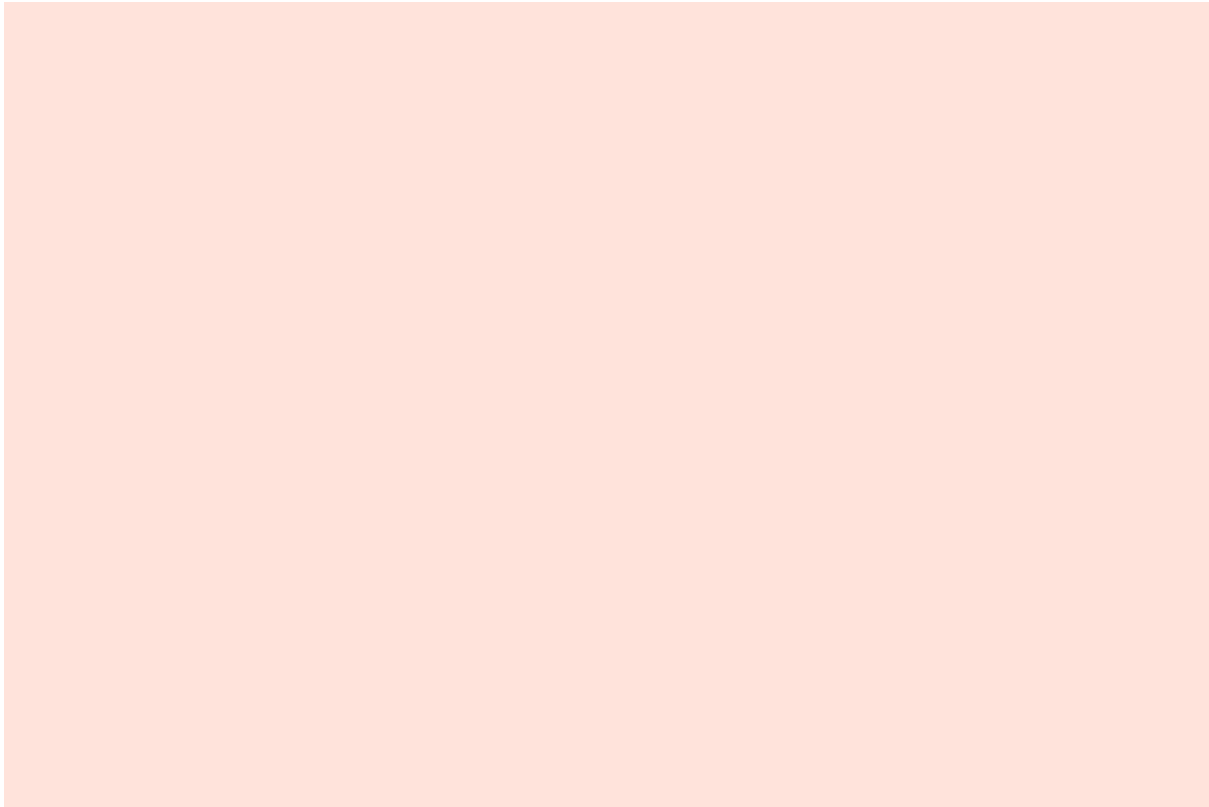
The unhealthy habit I want to ditch is:



Step 2: Know why you want to quit this habit

I recommend writing down the reason why you want to quit this habit and then use this reason to keep you going strong.

The reason why I want to quit my unhealthy habit is:



Step 3: Understand the triggers

Think about the habits which you would like to change or remove from your life. What are the triggers which prompt these habits?

Every time you have the urge to repeat your bad habit, ask yourself the following questions:

- Where am I?
- What time it?
- How am I feeling
- Who am I with?
- What am I doing?

Day _____

Habit	
Where am I?	
What time is it?	
How am I feeling?	
Who am I with?	
What am I doing?	

Day _____

Habit	
Where am I?	
What time is it?	
How am I feeling?	
Who am I with?	
What am I doing?	

Day _____

Habit	
Where am I?	
What time is it?	
How am I feeling?	
Who am I with?	
What am I doing?	

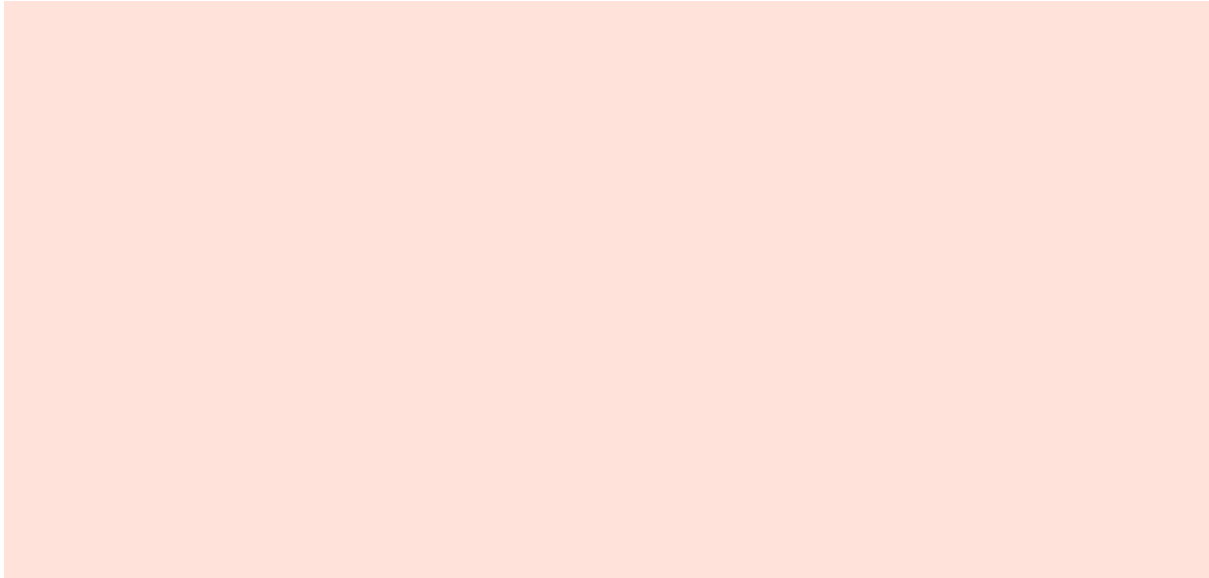
Day _____

Habit	
Where am I?	
What time is it?	
How am I feeling?	
Who am I with?	
What am I doing?	

Step 3: Change the reward

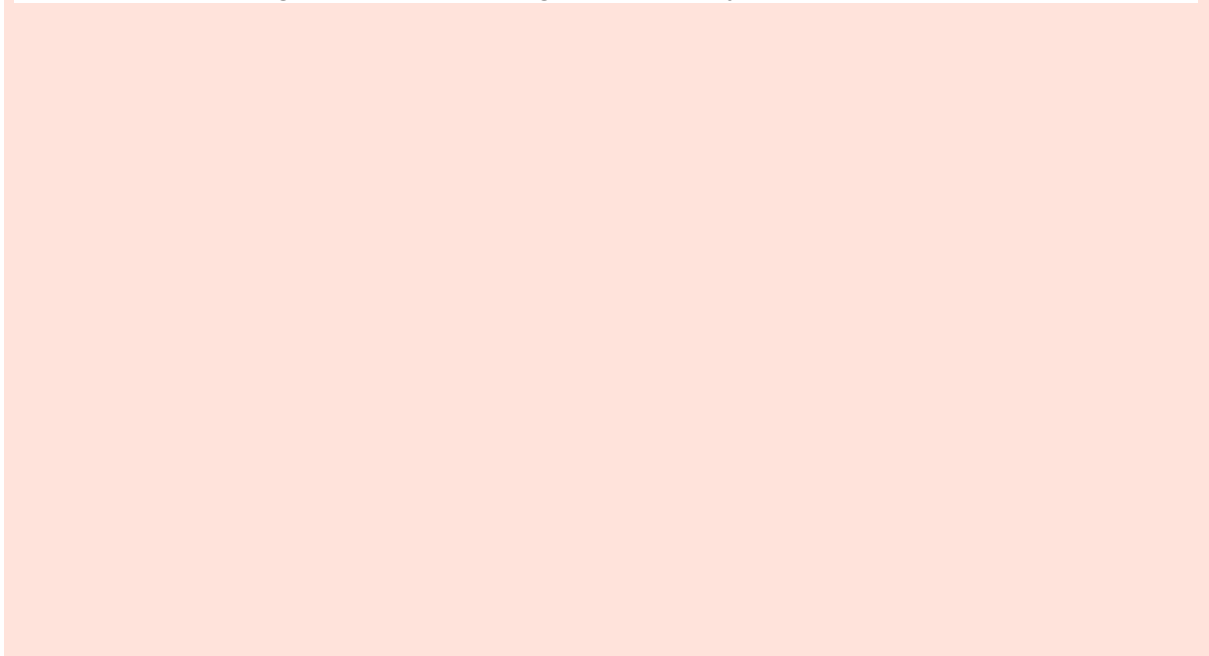
Once you have identified your habit pattern you can then experiment with different rewards.

I will replace my unhealthy habit with the following reward:



Tell someone

I will tell the following person, people or group about my new habit...



HABIT DECLARATION

I believe in living a _____, _____ and _____ life. My life might seem _____ right now but I will not let _____ hold me back any longer.

I know I need to do more _____ and less _____ and with _____ and _____ I will achieve my goals and live my ideal life.

I will bring more _____ and _____ into my life. I will stop _____ and become the type of person who _____.

I'm determined to ditch _____ and escape feelings of _____ and _____. I will overcome _____ and develop _____.

I will be okay with the fact that life is messy and not everything will work in my favour. I have belief in myself and I know I can turn my plans and _____ into a reality.

I will allow myself grace and _____ when I stumble I will _____ straight away instead starting again on Monday.

I will truly stand by my new habit of _____ because I owe it to my past, present and future self. I want to discover my full potential and become _____.

My future is bright and I'm looking forward to _____.

I am committed to staying true to my new habit of _____ for the next 30-days. I understand that there will be times when I don't feel like it, but I will persevere because _____.

Name:

Signed:

HABIT TRACKER

My Habit is:

--

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	

