

Habits & Routine

Process Module / Purpose Domain

Date

Background

Building a foundation for excellence and success requires a consistent expenditure of effort over time. If you want to build your body, that requires many hours of diet and exercise. If you want to become a world-class expert on a subject, that requires a disciplined process of learning and practice. This consistent effort is not based on willpower, but is sustained through habits and routines. (Think about the roller coaster effect of 'dieting', which is an application of willpower, which is unsustainable, versus a smaller but more permanent change in lifestyle) Routines and habits are built on repeated events which occur daily or weekly. This tool is to help you think about the habits and routines you want to build into your life.

Instructions

- In this exercise, you will be defining daily and weekly routines to build your foundation towards excellence and success. This exercise will take approximately 15 to 30 minutes.
- **'A Daily Routine'** – Define routine actions you will take during on a daily basis
 - **Morning Routine.** Examples include: *waking up at a certain time, meditating, reviewing goals, exercising, reading, eating certain foods.*
 - **Midday Routine.** Examples include: *taking a walk, meals with colleagues, practicing a skill, eating certain foods, reading about a topic.*
 - **Evening Routine.** Examples include: *going to bed at a certain time, meditating, reviewing the day, reading, activities with family.*
- **'A Weekly Routine'** – Define routine actions you will take during on a weekly basis. Below are examples from categories from the domains of life:
 - **Career:** review career goals, network with other professionals, look for job opportunities
 - **Learning:** learn a new skill, read from eclectic sources, take a course
 - **Family:** date night with spouse, family outing, dinner together with family
 - **Social:** night out with friends, deliberate activity on social media
 - **Health:** diet, fasting, exercise, reading about health
 - **Financial:** review savings, explore additional sources of income, explore reducing costs of living
 - **Religious/Spiritual:** participation in religious/spiritual activity, meditation, time alone to reflect
 - **Leisure:** hobbies, recreational outings, relaxation activities

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A Daily Routine

In the space below, write down some habits or routines you can establish on a daily basis

Morning Routine

Things I can do each morning to get the day started in an empowering way and to move me closer towards my goals.

Midday Routine

Things I can do during each day to move me closer towards my goals.

Evening Routine

Things I can do each evening to review the day and to move me closer towards my goals.

A Weekly Routine

In the space below, write down some habits or routines you can establish on a weekly basis

Day of the Week	Habit / Routine
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	