Session Highlights

Defining Habits

Examples of Positive and Negative Workplace Habits

Inputs and Outputs

Developing Tools to Overcome Negative Habits

Defining Habits

A habit is a settled or regular tendency or practice, especially one that is hard to give up.

- Morning cup of coffee
- Taking an evening walk
- Checking your phone constantly
- Snoozing the alarm

Aspirational Positive Workplace Habits

- Punctuality – Always being on time, or even a little early.
- Organization – Preparing notes and agendas ahead of time, following a schedule or to-do list, etc…
- Respect – Being present in meetings and not on your devices, following policies, being on time, etc…
- Teamwork – Offering to help coworkers, joining committees, participating in campus activities, etc…

Negative Workplace Habits to Try and Improve

- Chronically Late – Consistently being 5 minutes late.
- Poor Organization – Having a consistently messy desk, not having the appropriate notes in a meeting, losing documents.
- Disrespectful – Using your phone in meetings, thinking that policies do not apply to you etc…
- Isolation – Not participating in any activities or committees, not talking to any coworkers.

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Be seen. Be heard. Belong.

How to Improve a Bad Habit

CTRL
- Think about your positive habits.
    - When did you first start the habit?
    - Was it in response to a problem you had already noticed?
    - What about the habit works well for you, and how could you use it to continue creating other positive habits?

ALT
- Think of the habits you are working on already.
    - Why did you start trying to implement this new habit?
    - How can you make sure you continue it going forward?

DEL
- Think about your negative habits.
    - Does it affect your work or working relationships?
    - Is it something you are able/willing to change?
    - Think about what the consequences of the habit are.
    - Come up with possible changes you could make to change the habit.
    - Ask for help if you need to, habits can be hard to change.

Changing Bad Habits is Hard

- Focusing on the Outputs
    - We often try to set huge goals to fix poor habits, but that can be overwhelming and too hard.
- Change Focus to Inputs
    - Focusing just on the smaller inputs (steps toward a goal) can make larger changes easier.

Changing 1% at a Time

Not every change has to be huge or done all at once.

- Break big changes up into smaller parts and do just one small thing at a time.

- Making ten small 1% changes adds up to a larger 10% change.

Example:

Say your new goal habit (output) is to always be at work by 8:00 am. What are some steps you could take (inputs) toward that goal?

- Setting alarm just 5 minutes earlier

- Going to sleep at a consistent time.

- Laying out clothes/accessories/bags the night before

- Looking to see if there is frost/snow on your car and making a note that it will take extra time to clear that before leaving.

So, to reach your goal, you might do one of these smaller steps at a time until that small step becomes a habit. Then you could move on to the next one, and then next, until finally you're at a place where you can meet your goal of making it to work at 8:00 am.