

# HABIT BUILDER

## Refining Habits to Promote Vitality

Habits can be formed with consistent repetition in as little as 3 weeks and sometimes take as long as a year. Multiple habits can be formed simultaneously, though we recommend limiting your initial efforts to no more than three new habits. Once a new habit is formed, you may start building another habit.

### DESIRED HABITS

What actions and behaviors would promote wellbeing in your life?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Rank your habit list to identify which habits you want to build first.

Complete the following sections for the first habit you want to build. Repeat these steps for any habits that you will implement at the same time. Come back to this form to repeat this process each time you are ready to build a new habit.

### FINDING THE WHY

Why does building this new habit matter to you and your life?

HABIT TO BUILD: _____	
What do I deserve in life that this habit will help me achieve?	
What is preventing me from forming this habit?	
What will happen if I establish this habit?	

# ACTION PLAN

## HOW

**WHAT** cue will I use to trigger the desired action or behavior?

**WHERE** does this cue typically occur?

**WHEN** does this cue typically occur?

How will I interrupt any habituated response?

**WHAT** is my desired behavior or action as a response to the cue?

**SPECIFICALLY**, What Will I do?

**WHEN** will I take these actions?

**WHAT** do I need to put in place to make this achievable?

**HOW** will I know I am successful?

**WHO** will support me as an accountability partner or champion?

**HOW** will I enlist their support?

**WHO** might be a bad influence?

**HOW** and **WHEN** will I explain my need for distance and under **WHAT** circumstances?

**WHEN** and **HOW** will I follow up to check in on my progress?

# CONTINGENCY PLAN

Developing new habits can be challenging, when life gets in the way we need to be flexible. To bend without breaking, draft a contingency plan that enables you to flow with life while upholding your WHY. Use this only as a safety-net, and resist falling back on it unless necessary.

PROTECTING THE WHY	
WHEN do I expect resistance to my plan?	
In WHAT circumstances will I allow myself to skip the new habit?	
Specifically HOW will I protect my WHY?	
WHAT action or behavior will I exercise to satisfy my goal?	
HOW is my contingency action or behavior aligned with my WHY?	
HOW often can I use my contingency plan without jeopardizing my success in building this habit?	
WHEN and HOW will I follow up to check in on how frequently I rely on my contingency plan?	
WHAT changes will I make if I use the contingency plan too often?	

If you notice that you fall back on your contingency plan often, consider making an adjustment to your Action Plan to better support successful implementation. For more support reach out to us at [workwellpeoplesolutions.com](http://workwellpeoplesolutions.com).