



Rebecca Ronane
Forward after Fifty



Daily Success Habits

Create Daily Habits To Support You

BACKGROUND:

- We often overlook the **IMPORTANCE** of **DAILY** habits in managing ourselves and our lives. But, it's often the small changes we make to our daily routines that enable the **BIG** changes in our lives and careers.
- This tool helps you build a simple personal framework around which the rest of the day's activities fall into place. Create an infrastructure so that no matter what happens - you feel calm and assured.

1. My Top 3 **PRIORITIES** in life right now are:

- 1.
- 2.
- 3.

2. My Top 3 **STRESSORS** in life right now are:

- 1.
- 2.
- 3.



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3. What supportive daily habits - specific daily actions - could you introduce?

Write up to 5 actions that best support you – including your home, personal and work-life.

They must be specific and measurable so you know exactly what to do, and can clearly say you have completed the step!

TIP: You know yourself. Where do you sabotage yourself regularly? What ideas do you already (perhaps secretly) have?

EXAMPLES:

- Have 15 minutes of silence or alone time each day
- Drink 8 glasses of water a day
- Be at my desk by 8.00am / leave by 6.00pm every day
- Eat a healthy breakfast every morning
- Be in bed by 10.30pm
- Do at least 30 mins exercise/activity every day
- Make all my calls in the first hour of the day
- Write my top 3 priorities for the day out every morning before starting work
- Eat lunch away from my desk
- Connect daily with partner/spouse (5 mins listening)
- Write all appointments down - in one place
- Meditate for 30 minutes each morning before breakfast



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Habit

Benefit to Me

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

4. Which 3 habits will you COMMIT to?

I will start tomorrow

I will start next week or

I will start next month or _



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5. Who do I need to BE to implement these habits? I will be someone who is:

- 1
- 2
- 3

REMEMBER: It takes time and practice to implement new habits. They start as simple actions and gradually, as you do them regularly, they become habits. It can take anything from 21-30 days to implement a new habit, and a few months to cement a habit, so be kind to yourself on the days you don't remember - and just start again the next day!