

# The Ultimate Habit® Worksheet: Strategically Recognizing Employees

Creating a habit can be both simple and easy to do. Unfortunately, in many cases, it's just as easy to not do it, which is why a process is needed.

Use this exercise as you go through the Ultimate Habit videos to define your habit, document the actions you need to bring it to life, and establish ongoing accountability to sustain the habit over time. Here is a refresher of the five steps to making a habit stick:

1. **Decide on a mindset:** Behavior change requires a change in thinking, a rewiring of your brain. What will you need to think about differently or focus on to keep your new habit a high priority?
2. **Create routines and behaviors:** The word habit implies “repeated action.” What are the repeated actions you will take to form your habit?
3. **Demonstrate willpower:** Obstacles inevitably present themselves and willpower is needed to control your attention, emotions, and desires. What obstacles will challenge your willpower? What actions will you take to overcome obstacles?
4. **Focus on benefits:** Look for small wins. Provide yourself with positive reinforcement. Pay attention to the personal and/or business impacts and results.
5. **Track effort daily:** Daily effort tracking ensures you take a few seconds to reflect on the effort level you put toward your habit (not the results). If you keep trying, you will get better! Ask yourself every day, “Did I try?” And, don't worry, there is an app for that! (Search “habit tracking” in the app store of your smartphone for a variety of tools to choose from.)

## WHAT IS YOUR GOAL? 10 Minutes by Friday®

### STEP 1: DECIDE ON A MINDSET

#### Why is building the habit important?

*Behavior change requires a change in thinking. What will you need to think about differently to keep your habit a high priority?*

Your new mindset (*check all that apply*):

- It's simple to do and only takes a few minutes.
- It's important to recognize people for doing their job and doing it well.
- Effectively recognizing employees is a great way to share best practices and create learning moments.

*Capture additional ideas below or on back:*

### STEP 2: CREATE ROUTINES & BEHAVIORS

#### What routines and behaviors will make up your habit?

*Habits require established routines and behaviors. What are the repeated actions you can do to support your habit?*

Routines and behaviors (*check all that apply*):

- Schedule it!
- Add one minute to the front end of the agenda for a regularly scheduled meeting (One-minute Reminders).
- Add it to a weekly habit you already have (e.g., submitting expense reports, posting a schedule, etc.).

*Capture additional ideas below or on back:*

## STEP 3: DEMONSTRATE WILLPOWER

### What obstacles might challenge your willpower?

*Willpower is the ability to do what really matters, even when it is difficult. Running out of willpower can ruin your habit. Willpower is in short supply each day and deteriorates as we get more stressed and tired. Predict where you might run out. When might you be tempted to forget or say, "Aw, screw it"? Review routines/behaviors from Step 2 to ensure you have the right ones to overcome willpower obstacles. Add new ones as necessary.*

Obstacles (*check all that apply*):

- I'm too busy, I don't have time.
- I didn't see any examples of success this week.

*Capture additional ideas below or on back:*

## STEP 4: FOCUS ON BENEFITS

### How is mastering the habit going to positively influence your life?

*List the benefits you should be looking for over time. Ask yourself: What future personal benefit or business result might be just a bit more expensive to achieve or not accomplish at all if I don't develop the Ultimate Habit? How will mastering the habit make a positive difference in your life?*

Personal benefits (*check all that apply*):

- I feel like a better leader (because I understand more clearly the positive impact I have on our culture)
- I feel less stress at work.
- More people understand expectations and do things the way we need them done.
- I have a greater sense of pride in making progress on something that was not natural, or not easy for me to do.

*Capture additional ideas below or on back:*

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Business benefits (*check all that apply*):

- Increased employee engagement and productivity
- Less employee turnover
- Lowering operational costs
- Happier customers who have a more consistent experience
- Improved quality
- More employees focused on the highest-priority goals and objectives

*Capture additional ideas below or on back:*

## STEP 5: TRACK EFFORT DAILY (10 SECONDS OR LESS)

### What routines and behaviors make sense to track daily?

*What we track determines where we focus and what we are motivated to improve. Daily effort tracking ensures you take the time to reflect on your actions. Doing so increases the likelihood you will make your habit stick.*

*Look back to Step 2 and determine which routines/behaviors are ideal for daily effort tracking. Take ten seconds to stop, think, and rate your effort. Just ask yourself, "Did I try?"*

Did I try to see someone doing something that is a recognizable moment? Did I try to spot a success at work?

### IT TAKES 90 DAYS:

Behavioral research indicates that it takes 90 days to prepare for change, consistently demonstrate the routines/behaviors, become confident in the face of obstacles, and move past the likelihood of giving up. Research also shows that it takes a few months of practicing a habit and tracking it daily to create permanent change. So, what's the rush? Give yourself 90 days!