

P R E S E N T S



MODULE 3A

Routine Rituals That Really Work Whether we want to admit it, we are all creatures of habit. 99% of the things we'll say, feel, and think today are the same things we said, felt, and thought yesterday.

It's almost impossible to "remember" to do something different when we need to remember it. The answer is to practice it and make it a routine... so when we need to do it, it's automatic. This way we leverage our nature as creatures of habit... for our benefit.

If something is the most important thing... if it's the thing that gets you the highest results... it makes sense to do it every day and make it a habit.

To create a successful new routine, you need to plan it IN DETAIL. When you plan it out, you'll see it's a series of steps. You'll soon find the most efficient sequence for you.

Change is always uncomfortable. If you understand that, you can make the process of learning a new habit more painless and comfortable. The most important rule for learning a new habit is that you must repeat it for 21 days. When you do so, you will initiate a process called "neural canalization". Literally a new brain pathways gets formed.

Also when you are learning a new habit, its important to plan every step down to the last minute and rehearse it. This then provides your brain a template as how to do it. Make sure that you only use your Will Power to initiate it the whole process. Thereafter it should be the sequence should kick in.

Another important element, that's often overlooked, is that the TRANSITIONS often trip us up. If you want to start going to the gym, but you don't plan for the

“on ramp” when you look for your clothes and shoes and keys, it can cut your time short and cause you to fail before you even get started. The same goes for your “off ramp” when you get done working out and re-join the rest of your day.

Planning for these ramps will increase the chance that the new ritual will stick... and reduce your anxiety and sense of “rush,” too.

Most people who are trying to learn a new habit or ritual, use Will Power to move through it. If you do so, you will find that probably after half an hour or in a hour, you are exhausted. The moment you are exhausted, you will go back to your former habits because there is simply no more energy left. After a few days of this, you will conclude that you are incapable of learning a new habit.

I once saw a lady in my practice who wanted to learn three new habits at the same time. I explained to her that she was setting herself up to fail. Those entrepreneurs I work with who get this point, go on to design very effective work schedules.

Write down the conditions that need to be in place for you to focus the “first 2 hours of your day, and “flow chart” the actual steps in your new ritual. Imagine how it’s going to go - see if you forgot any steps. Then go out there and do it. If you’re getting stuck on a particular step, fit or remove it. Improve your ritual a little every week... it’ll pay HUGE dividends.

The key to designing the new habit is as follows;

1. Chunk it down into 15 minutes bits
2. Make sure every minute in that piece is carefully planned
3. Ensure that your environment is designed so that everything is in place for the new habit to take off.
4. Ensure that timing includes preparing to start and winding down.
5. Your brain does not get tired going through each piece
6. Every new habit takes 21 days
7. Rest for 21 days before starting a new habit
8. Have a clear and compelling picture of your life with these new habits in place

If you have a way of monitoring your productivity, use it. Keep track of your productivity before the new habit and after the new habit. This will often provide you the motivation to continue making changes as you notice the continued gains.

Plan to do your most productive work in the first two hours of your work day. The rest of the day should have rituals focused on all the necessary follow up that is part and parcel of any business.

Now... it takes about 21 days to form a new habit. If you do something every day, it'll take on a life of it's own after 21 days.

Days 1-7 is the first phase. I call it Defying Inertia. Inertia is the innate resistance everything has to change. Everything inside of you will tell you "No, I don't want to do that!"

Days 8-14 is the second phase. I call it Resistance. You're no longer defiant, but you still have to push through. You don't naturally feel like doing it yet.

Days 15-21 is the third phase. I call it Acclimation. The resistance starts going away, and it begins to feel like the natural thing to do.

Here's how this ties back to Awareness and Will Power. When we get some Awareness and Will Power, we can use them to start or develop a new habit (what I call a Routine). That way, 21 days later it'll have a life of its own, and you won't need more Awareness or Will Power to keep it going.

Then, the next time you get Awareness or Will Power, use them to start a NEW habit... and repeat the cycle. When you do, you'll become so productive... you won't even believe it

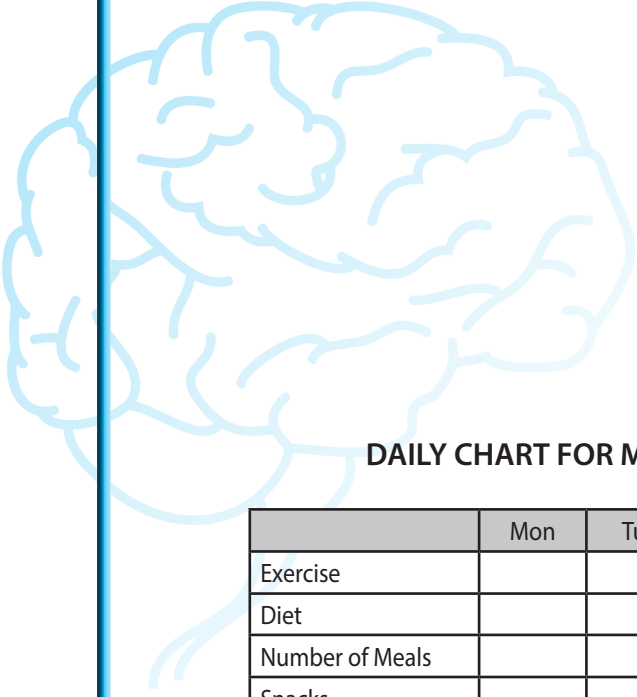
The goal is to work in a way that not only creates great results, but also creates satisfaction and enjoyment for us. We don't need to become robots that just product results, but we also don't need to get swept away by things that give us immediate pleasure and cost us creating results we're proud of and that make a difference in our lives.

You can choose to assess well you are meeting your goals and targets by developing your own monitoring system for your exercise, nutrition, rest and work schedules.

The code below indicates the grading system

- * Grade D, Barely following the programme
- ** Grade C, Just about on target
- *** Grade B, Doing well to meet targets
- **** Grade A, Doing extremely well on the programme

You can make copies of the chart below and map out your day or week. The blanks are for you to fill up with relevant topics.



DAILY CHART FOR MONITORING SYSTEM AND STATE

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Exercise							
Diet							
Number of Meals							
Snacks							
Quantity							
of Rest &							
Recreation							
Time to bed							
Time to get up							
Hours of Sleep							
Quality of Sleep							
Positive Attitude							