



## PRODUCTIVITY MODULE 3A

### QUESTIONNAIRE

What is the new habit you are setting up?

- 1) Chunk it down into 15 minutes bits
- 2) Make sure every minute in that piece is carefully planned

1<sup>st</sup> 1 to 3 minute sequence

2<sup>nd</sup> 1 to 3 minute sequence

3<sup>rd</sup> 1 to 3 minute sequence

4<sup>th</sup> 1 to 3 minute sequence

5<sup>th</sup> 1 to 3 minute sequence

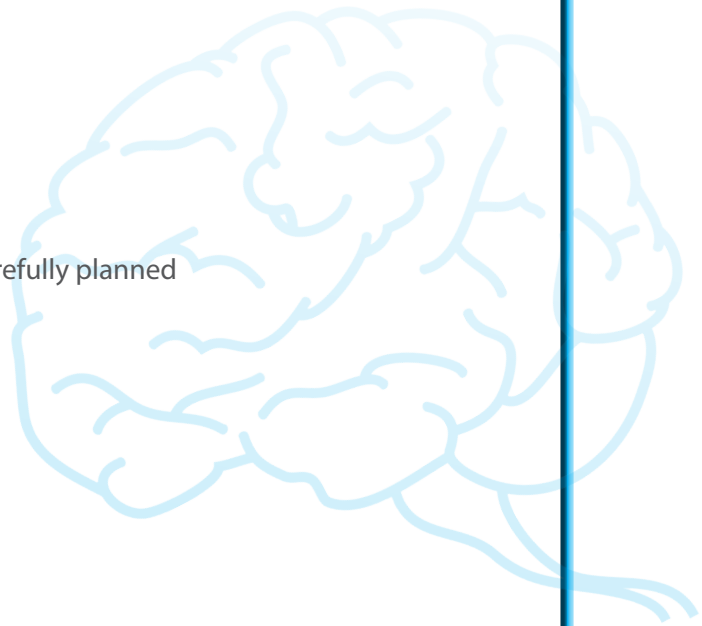
Eg: If you are going to exercise for 30 mins

7.5 mins Wind-up

2 Cycles of 15 mins (30 mins) exercise

7.5 mins Wind-down

- 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. How would you look, what would you feel, what would you see after you have this new habit?

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.

Repeat the above exercise as often as you need.

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.

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.