**Keeping Yourself Motivated and Building Successful Habits – Activity document**

**Topics and timing**

Introduction – 0

Section 1 - Habits – 5.00

Section 1 – Review – 17.07

Section 2 – Motivation – 18.08

Section 2 – Review – 40.48

Duration 43 minutes and 45 seconds

1 to 1 hour and 10 minutes when completing section review exercises

**Section 1 Review**

Take some time to think about:

1. Habits at work that don’t serve me well
2. Better habit that will replace this

If you can add a reason why to ensure you understand why you feel this way

**Section 2 Review – Part 1**

Answer the questions in each section of the table below

|  |  |
| --- | --- |
| **S**What is it you want to accomplish and Why?When and where will you achieve this goal?What are the challenges involved in achieving this goal? |  |
| **M**How many/how much do you want to achieve?How will you know when you achieve this goal? |  |
| **A**What steps do you need to take to achieve your goal?Are you able to grow and expand to attain seemingly impossible goals? |  |
| **R**How will this goal help you attain happiness and fulfilment?Is this goal aligned with your values, strengths and needs? |  |
| **T**What can be done towards achieving this goal?What can you do in the next 6 days/weeks/months. |  |

**Section 2 Review – Part 2**

**Going forward, consider starting a success journal.**

* Log your success, how you felt, what barriers you overcame, how you rewarded/recognised your achievement and perhaps how long each step took you to achieve. This can then become your roadmap to success.
* Review it see how far you have come and keep learning what it takes to keep yourself focused.

Use your own format or you could keep a simple success journal like this

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Today’s goal** | **This week’s goal** | **This month’s goal** |
| What did I achieve? |  |  |  |
| How did it make me feel? |  |  |  |
| What barriers did I overcome? |  |  |  |
| How did I reward/recognise my achievement? |  |  |  |
| How long did this take? |  |  |  |