

Instructions: Print this off, fill it out and look at this once a day for 21 days.

They say that it takes 21 days to build a new habit. Choose one area of your life and work on that.

Name the habit	What is this habit costing you	What benefit will you enjoy if you give it up	What are your motivations for building a new habit	Name the new habit to embed? Any actions you need to take to support this?	Any particular trigger situations you need to avoid (places, people who encourage you to do what you are trying to give up)	How will you know this is a success?

Tip to manage trigger situations

Language is important, e.g. if your goal is to reduce the amount of alcohol that you drink at work-related events, and someone asks you if you would like a glass of wine:

Do say: "Water would be great thanks," in a friendly tone. State what you *want in a confident, positive way*.

Don't say: "Oh, I don't drink alcohol at lunch," accompanied by a shudder. You don't need to justify your decisions (or make anyone else feel bad about theirs). There is frankly, nothing more annoying than an evangelical giver-upper of anything.

Example

Name the habit	What is this habit costing you	What benefit will you enjoy if you give it up	What are your motivations for building a new habit	What is the new habit to embed? Any actions you need to take to support this?	Any particular trigger situations you need to avoid?	How will you know this is a success
Coffee twice a day	Sleep	Better mood More energy	More happy More productive	Drink 2/3 cups of tea instead Bring food/snacks/flask of tea to the gym so I don't drink a coffee.	Avoid the bakery where I buy a coffee (buy bread elsewhere)	Greater goal fulfilment More energy More sleep!