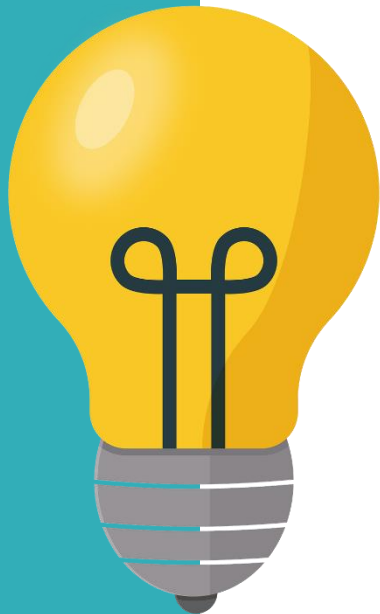


A man with a beard, wearing a black suit, white shirt, and black tie, is walking on the left. A woman with dark hair, wearing a grey suit and a necklace with a large circular pendant, is walking on the right. The background is an outdoor setting with a brick wall on the left and a paved area on the right. A large orange semi-transparent shape is overlaid on the image, partially covering the man and the woman. A yellow rectangular box is positioned in the lower-left quadrant, containing the text "DEVELOPMENT OF HABITS AND ROUTINES".

**DEVELOPMENT OF  
HABITS AND  
ROUTINES**

# OBJECTIVES OF THIS PRESENTATION



01

**Habits & Routines**

02

**Turning Habits into Routines**

03

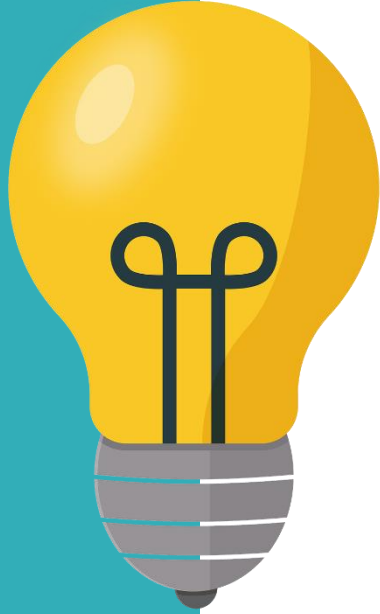
**How to Avoid Giving-up on Your  
New Habits**

04

**Show some examples of habits**



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**How to Break Bad Habits**



# Definition of Habits and Routines

“A more or less fixed way of thinking, willing, or feeling acquired through previous repetition of a mental experience”  
by The American Journal of Psychology



It normally goes unnoticed as there is no analysis in routine tasks.



43% of daily behaviours are habits performed on “auto-mode”.



New behaviours can become automatic through repetition.





# Definition of Habits and Routines

We tend to use the words “habit” and “routine” interchangeably but they both mean two distinct things



Habits: mainly driven by automatic process with no intentional action

Both habits and routines are regular and repeated actions, but habits happen with little or no conscious or awareness thought, whereas routines require a higher degree of intention and effort.



Routines: require deliberate practice and awareness



# Habits: Examples



**A habit usually manifests itself as an automatic urge to do something, often triggered by a particular cue**

**01**

**Get a coffee when starting a meeting**

**02**

**Smoking a cigarette when drinking a coffee**

**03**

**Buying a croissant at your favourite coffee shop**

**04**

**Having your favourite drink watching a match**



# Routines: Examples



**Routines required deliberate practice and initial effort**

**01** Making your bed

**02** Going to the gym

**03** Going for a hike every  
Sunday

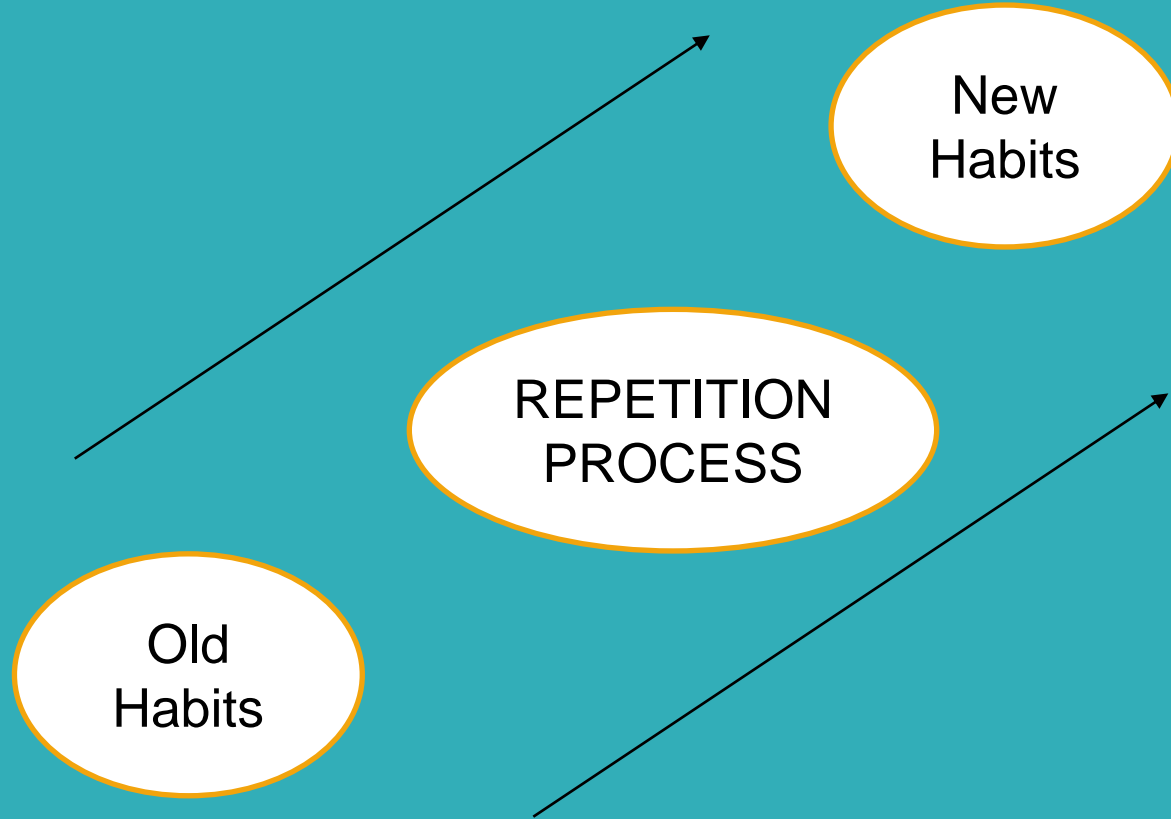
**04** Meditating at night



# The Habit Loop







**Habits  
Developing  
Process**

**Arnold  
Schwarzenegger**

**Video**



# The Habit Loop



  
01

**Cue:** choose a trigger to tell your brain to start the routine you want to turn into a habit.

  
02

**Routine:** execute the routine, ideally starting with a small actionable chunk. Avoid ambitious new routines.

  
03

**Reward:** do you something enjoyable which will tell your brain that this particular habit loop is worth remembering for the future.



# The Habit Loop



01

The hardest part is obviously to execute the routine right after the cue habits are automatically triggered by cues, whereas routines require a conscious effort on your part.

02

Use baby steps by anchoring a new tiny habit to an existing one  
For example: “After brushing my teeth, I will change into my workout clothes and walk for ten minutes.”



# Successful Managers Habits

01

**Stop multitasking:** focus on what's really important today.

02

**Act with agility and simplicity:** keeping things as simple as possible, not only to stay agile but to keep improving and transforming our business quickly.

03

**Own your schedule:** Success comes to those who do not just plan well but execute with the same rigour.



# Successful Managers Habits

04

**Keep your mission in mind:** Stephen Covey once said, 'The main thing is to keep the main thing the main thing.'

05

**Find your creativity:** do two things that help you think in a more creative, fresh way... ie. exercise, reading business-related books and articles with my breakfast, etc.

06

**Focus on one goal:** ensure that most of your resources and capabilities are focus on one goal in one goal only.



# Successful Managers Habits (personality)



01

Optimism: identifying the best in every situation.



02

Personal contact: greet the people you work with every morning.



03

Thank colleagues for actions that are beneficial to us.



04

Conciliation: actively seeking constructive solutions to conflicts.



# How to Break Bad Habits



01

Write down the habits we want to develop

02

Understand that habit development is a long-term investment

03

Be aware that mental toughness is a key factor

04

Record sources of difficulty and come up with alternatives

05

Divide the habit into small sub-habits

06

Be patient



# Breaking the Procrastination Habit



**Procrastination** is the destructive habit of delaying important tasks, usually by focusing on less urgent, more enjoyable, and easier activities instead.

## Things we tell ourselves that drive us to procrastination

“It is going to be a pain.”

“I might not do a good job.”



Create  
manageable  
pieces



Decide a date  
and time to  
start



Make physical  
and time  
space for it



Set reminders  
and a reward  
programme



Build a team  
of people to  
support you



Practice  
acceptance during  
the process





# Breaking the Not-listening Habit

## First Seek to Understand then to be Understood

This habit is at the core of empathy and emotional intelligence.



Implies listening first and talking only after understanding.

People that feel understood feel valued and respected.

This habit allows to get the core of the matter and to find win-win situations.



# Breaking the Lack of Planning Habit

**Planning** is the process of setting objectives, strategy and future actions in order to maximise the likelihood of success in a given timeframe.

**In order to develop a planning habit...**



**Good analysis  
to know what  
causes failure**



**Enhance the  
strengths get  
support to  
minimize your  
weaknesses**



**Keep it  
realistic. Avoid  
setting up  
unattainable  
targets**



# Breaking the Lack of Planning Habit (2)



**In order to develop a planning habit...**



**Implement  
efficient  
tracking  
procedures**



**Communicate  
effectively and  
constantly  
with your  
team**



**Expect the  
unexpected and  
establish  
contingency plans**



*snail*

Thank you

Development of Habits and Routines - Part 1