

Bitesize Business Breakthrough



...in the time it takes to drink a cup of tea

Build Better Habits

Support tools and resources

Habit Change Worksheet: Charles Duhigg Framework

Step 1: Identify the Habit Loop (Cue - Routine - Reward)

Choose a habit you want to change or build.

- ◆ Cue: What triggers the behaviour?

Example (Personal): Feeling stressed after work

Example (Business): Daily team check-in at 9 AM

Your Cue: _____

- ◆ Routine: What behaviour follows the cue?

Example (Personal): Scrolling social media

Example (Business): Sharing status updates

Your Routine: _____

- ◆ Reward: What's the benefit or feeling from the routine?

Example (Personal): Temporary distraction

Example (Business): Clear visibility of progress

Your Reward: _____

Step 2: Diagnose the Habit Loop

Observe the craving behind your habit. What are you really seeking?

Example (Personal): Craving relaxation, not social media

Example (Business): Craving alignment, not just updates

My Real Craving: _____

Step 3: Choose a New Routine

Design a better behaviour that delivers the same reward.

Example (Personal): 10-minute walk instead of phone

Example (Business): Daily 3-minute 'what I need' round vs. status-only

New Routine: _____

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Step 4: Insert the New Routine into the Existing Loop

Keep the same cue and reward, but insert the new routine.

Cue: _____

New Routine: _____

Reward: _____

How will you reinforce this loop daily?

Example: Use a trigger (e.g., calendar alert, visual reminder)

Reinforcement Strategy: _____

Step 5: Create a Keystone Habit (Optional for Business Leaders)

What habit will create a ripple effect?

Example: Start each meeting by reviewing one key metric

Example: Start your day by writing your top priority

My Keystone Habit: _____