



## Build Better Habits

Support tools and resources

# Personalised Habit Change Plan

Frameworks Used:

Charles Duhigg's Habit Loop (Cue → Routine → Reward)

James Clear's Identity + 4 Laws of Behaviour Change

## 1. Define Your Identity

This sets the foundation for every habit.

Prompt: Who do you want to become?

Example:

- "I'm the kind of person who leads with focus and consistency."
- "I'm a calm, organized professional who creates value every day."

Your Identity Statement:

## 2. Choose a Keystone Habit

Pick one habit that has the power to spark positive change in other areas.

Example:

- "Every morning, I review my top 3 priorities for the day."
- "After each meeting, I document one key takeaway in our system."

Your Keystone Habit:

## 3. Design Your Habit Loop (Duhigg)

Element	Description / Your Input
<b>Cue</b>	What triggers the habit? Your Answer: _____
<b>Routine</b>	What is the specific action you want to take? Your Answer: _____
<b>Reward</b>	What benefit or feeling does it give you? Your Answer: _____

Tip: Keep the cue and reward similar to what you already experience with a current habit.

# Bitesize Business Breakthrough



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

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### 4. Apply James Clear's 4 Laws of Behaviour Change

Law	Strategy Example / Your Strategy
<b>Make it Obvious</b>	Put your habit tool (e.g., planner) on your desk. Your Strategy: _____
<b>Make it Attractive</b>	Pair it with something enjoyable (e.g., coffee, music). Your Strategy: _____
<b>Make it Easy</b>	Reduce steps; prep materials ahead of time. Your Strategy: _____
<b>Make it Satisfying</b>	Track completion; celebrate wins with checkmarks or small reward. Your Strategy: _____

### 5. Use the Habit Stacking Formula

"After I [CURRENT HABIT], I will [NEW HABIT]."

Example:

After I pour my morning coffee, I will open my planner and write my top 3 tasks.

After I end a meeting, I will take 1 minute to capture the key action.

Your Habit Stack:

### 6. Track & Reflect

Use a simple tracker or calendar to mark daily progress.

Day	Did I do the habit? (✓/X)	How did it feel?
1		
2		
3		
4		
5		