

THE POWER OF GOOD HABITS AND RHYTHMS

One of the planning hacks I have developed over the past 5 years is to understand the power of the good habits and the regular daily, weekly and monthly rhythms I have established in my life.

E.g., My Health & Fitness goal/desire is to 'stay strong'. This is not measurable so a desire more than a goal. My goal and plan to achieve that desire involves daily disciplines which over time have become habitual. Each day I walk 10,000 steps (easy with a dog who likes 2 walks a day and measured by a fitbit). I also do my 30x30x30x30 plan (30 push ups, 30 squats, 30 sit ups and 30 glut stretches). Takes me 5 minutes in morning in summer and before bed in winter. I also have a scheduled PT session once a week to work on my strength.

My health & fitness plan has been taken over by my good habits. I simply write in shorthand 30x4, 10K steps, PT weekly.

Good habits have also formed around my relationship with my wife – we have weekly coffee connect date each Sat or Sunday, we work in our garden for a couple of hours most weekends, and we do a movie or dinner out about every 2 weeks.

Good habits around catching up with my daughters and grandchildren mean I make sure it is not 3 months between connecting with them. I have some habits and rhythms around seeing them each month that work well most of the time.

What good habits and rhythms do you have in your life?

In what areas could start to establish some?

DAILY ROUTINE :

It is all very well to have clear goals and a detailed 90-day plan, but if you have no time in your daily schedule to implement the plan it is of no use. The work you have done today will frustrate more than help you.

Everyone has some elements of a daily routine. Even the most disorganised person will do some things in a similar way each day. If you can harness your days and create healthy routines you will be surprised how much more time you appear to have. Your productivity will rise.

There are seven steps to creating a daily routine:

1. Establish waking up and going to bed routines
2. Establish starting and finishing work routines
3. Factor in family routines (E.g. school drop-off)
4. Organise your time in blocks in your calendar
5. Allocate your best possible time as Focus Time to work on your 90-day plan
6. Leave Margins in your day every day (for you, for the unexpected)
7. Squeeze low value tasks – e.g. before or in between meetings

Example of a Daily Routine from a male business owner with a team

TIME	ACTION	ACTIVITIES
5:30am – 7:00am	Before Work	Waking up, exercise, shower, time to reflect, breakfast with partner, assisting family wake up, leave home peacefully, use commute time well in car (motivational podcast)
7:30am	Start Work	Arrive early, coffee and catch up with staff, spend 15 minutes planning their workday.
8:30am – 11:00am	Morning Routine	Best 2-hour block of time for focused work on goals and plans related to growth of business.
11:30am – 12:30pm		Late morning – emails for 30 mins; return calls, other matters before lunch after achieving good progress
12:30pm	Lunch time	30 minutes' walk and eat a sandwich and coffee
1:00pm – 3:30pm	After lunch routine	Appointments with people, sales calls, management of team, other key business activity
4:00pm – 5:00pm	Late afternoons	Return calls, reply to emails, and finish off any loose ends, other admin. Clear desk and make basic plan for following day
5:15pm	Finish Work	Head home or to networking event. Make sure I get my head out of work stresses on way home, listening to music, current affairs, get prepared for family time.
5:45pm – 7:00pm	Arrive Home	Be ready to connect, relate, be helpful to kids with homework, to partner with dinner prep, and make sure all is well.
7:00pm – 9:30pm	Evening	Family time over dinner, wash up, favourite TV, kids to bed, relax for 30 mins with partner.
9:30pm – 10:30pm	Going to bed	Turn off all screens 30 mins before bed, have a shower, get into bed, read, talk with partner, wind down to sleep.

DAILY ROUTINE :

Outline your current 'normal' Daily Routine
(a starting point if you are new to this concept)

TIME	ACTION	ACTIVITIES
	Before Work	
	Start Work	
	Morning Routine	
	Lunch time	
	After lunch routine	
	Late afternoons	
	Finish Work	
	Arrive Home	
	Evening	
	Going to bed	

DAILY ROUTINE :

NEW 'normal' Daily Routine

“You will never change your life until you change something you do daily. The secret of your success is found in your daily routine” ~ **John Maxwell**

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