

## Create Your Own Routine Template

**Special note:** Use as many or as few of these steps as you find helpful to develop and strengthen your routines.

### **Step 1: Prepare for Action**

*My priority area is:*

*I prefer this approach to change:*

*I will take this action:*

*I need this equipment and these supplies:*

Ready to go:

To buy:

To borrow:

To find:

To clean:

To prepare:

*My ideal environment is:*

What I need to find:

What I need to create or build:

What I need to change:

What I need to clean:

What I need to eliminate:

What I need to communicate to others who share the space:

*What do I need to know to do this task with confidence?*

*Do I know all these things? Yes/No*

*If no:*

To ask someone about:

To read about:

To take a course about:

To engage a coach or trainer who could teach me:

To hire a professional who could do this for me:

## **Step 2: Anticipate Everything**

*I need this much time:*

*Do I have this time? Yes/No*

*How often will I do this activity?*

*What will I need to prepare?*

*What limits will I need to set on my time? On my activities? On other people?*

*How can I make the process as smooth and frictionless as possible?*

*My start time or trigger is:*

*My very first step will look like:*

*What I'm thinking that creates resistance to this routine:*

*New mental patterns that could put me in a better emotional state and mentally prepare me for action:*

*These barriers might stand in the way of implementing my routine:*

*How I will avoid preventable barriers:*

*How I will respond to unpreventable barriers:*

*I will do this following completion of my routine:*

## **Step 3: Practice the Routine**

*I will start practicing the routine on this time and day:*

## **Step 4: Review, Reward, and Recalibrate**

*I will track my progress by:*

*I will be accountable to this person:*

*I will congratulate myself for incremental improvement by:*

*I will reward myself for reaching a larger goal by:*

*Do any parts of this routine cause me frustration or slow me down?*

*Do I have negative associations with any element of the routine?*

*Could I make part of my routine easier by adjusting the time or my methods?*

*Could I think differently about this routine to make it easier for me to do?*

*Even if I can't complete the entire routine, how can I ensure that I still accomplish my underlying goal?*