



Oklahoma Federal Executive Board

2022 Leadership Series

# REPOSITION THAT MIRROR

*"How to envision the habits, behaviors  
and systems of a rising leader"*

May 25, 2022

*Presenter: Jeffrey Vargas, President/CEO  
Generationology LLC*

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TODAY  
GIVE YOURSELF  
PERMISSION TO  
EXPERIENCE....

**Transformation**

# A FEW REQUIREMENTS FOR TODAY

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Full Presence

---

Honestly – With Self  
and Others

---

Willingness to Listen  
to Others

---

Willingness to Share





TO "REPOSITION" A  
LEADERSHIP MIRROR –  
YOU MUST FIRST  
DEFINE ITS CURRENT  
POSITION





LET'S BEGIN

# My Current Mirror - Generationology LLC

*A Future of Work Leadership and Professional Development Consulting Firm*

[www.generationology.org](http://www.generationology.org)

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- 37 Future of Work Professional and Leadership Workshops
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List of 37 In-Person and Online Virtual Leadership Development Workshops –





## A FEW THINGS THAT INFORM THE POSITION AND REFLECTION OF MY MIRROR....

- **Former Civil Servant/Federal Employee**
- Served as a Senior Leader in Human Capital - 22 years.
- Former - Chief Learning Officer, Nuclear Weapons Complex (NNSA).
- Former - Chief Learning Officer, Financial Oversight (CFTC).
- Former – Federal Workforce and Workplace Intrapreneur.
- Mentor, Future of Work Strategist, Engagement Coach, Leader.



# ANOTHER VIEW OF MY LEADERSHIP MIRROR....

Qualitative Researcher

President/CEO – Business Owner Generationology

President/CEO – Business Owner Healthcare Leadership Lab

Future of Work Expert

Family – Husband, Dad, Son...

Friend







# YOUR MIRROR – YOUR IDENTITY



# TAKE OUT YOUR SMART PHONE

Take a picture  
of you – take a  
selfie





## TAKE ANOTHER PICTURE...

Now have the person next to you take a picture of you – and then, you take a picture of them...



# AGENDA – REPOSITION THAT MIRROR





# STEP ONE: KNOW YOUR STORY

- When you know your story, your struggles, your challenges, your achievements and your successes; **you own the position of your mirror** – you own the reflection of your leadership capacity.
- Your story creates your image.
- An image, disconnected to a story appears disingenuous. It gives room for other to read, write, and interpret your story without your input.

# KNOW YOUR STORY...

- Never let anyone else capture the picture and reflection of your life.
- Own the camera, own the picture, own the reflection....





## Know Your Story – “My Strengths”

When I’m leading a project -

When I’m with my friends and family -

When I’m helping others -

When I’m under stress -

When I’m learning -

EXERCISE – “SEEING MYSELF” ...LIST SOME OF YOUR STRENGTHS

# CONVERSATIONAL SHARE - QUESTIONS TO HELP YOU "KNOW YOUR STORY"

Why have you chosen to work in the federal government?

Why are you working in your current job/current occupation?

What are some of your life goals? How are your goals and your work aligned?

# NEIGHBOR SHARE EXERCISE – KNOW YOUR STORY

Write out/outline - an accomplishment that you are proud to have completed, or a struggle that you are proud to have overcome.

Write out/outline - an accomplishment that you helped someone else achieve, or a struggle that you have helped someone else overcome.

Write out/outline - an area of your life that you are, right now, “working” at overcoming.

- Share one of the above with someone sitting next to you – later today, share your stories with a friend, a co-worker, or a family member.







COMMIT TO TELLING OTHERS YOUR STORY

# ADDITIONAL EXERCISES TO HELP YOU “KNOW YOUR STORY”

- Complete the Positive Psychology Self-Awareness Workshop for Adults - <https://positivepsychology.com/wp-content/uploads/Self-Awareness-Worksheet-for-Adults.pdf>
- Complete the “Three Things” Exercise Series of Questions - <https://positivepsychology.com/wp-content/uploads/2021/07/Reflecting-on-Three-Things.pdf>
- Complete a “Spontaneous Collage” that speaks to how you view yourself, your interests, your passions, your hopes, and dreams.
- Practice Self Coaching - <https://positivepsychology.com/self-coaching-model/>



# POSITIVE SELF-TALK

# IS THERE ANY SCIENCE BEHIND POSITIVE AFFIRMATION?

1. Self-affirmations have been shown to decrease health-deteriorating stress (Sherman et al., 2009; Critcher & Dunning, 2015);
2. Self-affirmations have been used effectively in interventions that led people to increase their physical behavior (Cooke et al., 2014);
3. They may help us to perceive otherwise “threatening” messages with less resistance, including interventions (Logel & Cohen, 2012);
4. They can make us less likely to dismiss harmful health messages, responding instead with the intention to change for the better (Harris et al., 2007);
5. They have been linked positively to academic achievement by mitigating GPA decline in students who feel left out at college (Layous et al., 2017);
6. Self-affirmation has been demonstrated to lower stress and rumination (Koole et al., 1999; Weisenfeld et al., 2001).



# POSITIVE SELF TALK



# POSITIVE SELF TALK DOESN'T HAPPEN BY ACCIDENT

Strategize  
and plan for it

Practice it



# POSITIVE SELF-TALK

- When will you practice it?
- Where will you practice it?
  - How will you practice it?
- Make "positive self-talk" a routine...

# YOUR MIRROR RESPONDS TO YOUR SELF TALK

## Practicing Positive Self Talk

- *I'm in charge of how I feel, and today, I'm choosing happiness.*
- *I am enough.*
- *I give myself space to learn and grow.*
- *My presence is my power.*
- *I am learning valuable lessons about myself everyday.*
- *I trust myself to make the right decision.*





# A FEW OF MY SELF AFFIRMATIONS...

*I have the power to become successful*

*I am worthy of success, of being financially successful*

*I forgive myself for time I cannot reclaim*

*I recognize that my comfort zone is blocking me from my potential*

*I can't change my past, but I can influence my future*

*I affirm empowering and kind messages to myself*

# INTROSPECTIVE EXERCISE - WRITE OUT FIVE POSITIVE AFFIRMATIONS

## My Five Affirmations

1)

2)

3)

4)

5)

# NEIGHBOR SHARE – SHARE SOME POSITIVE AFFIRMATIONS

- Think about when you were a kid, what were some positive affirmations that your parents or a teacher would often say to you?
- What are some positive affirmations that you say to your kids, coworkers, or friends?







# ADDRESSING NEGATIVE SELF TALK



# REVIEW SELF TALK...

## Positive Self Talk

- Use positive self talk as motivation – as a guide to help you in your decision making
- Use it to help you tackle everyday challenges

## Negative Thinking/Negative Self Talk - Avoid:

- Cognitive Dissonance – behaviors and beliefs contradict one another
- Personalizing
- Filtering

# QUESTIONS

- Knowing Your Story
- Positive Affirmations



BREAKTIME!

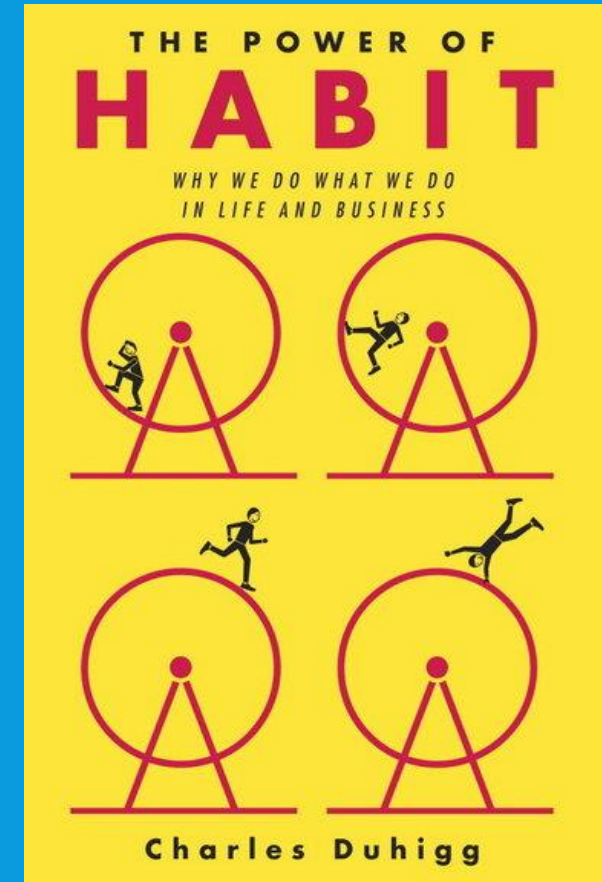
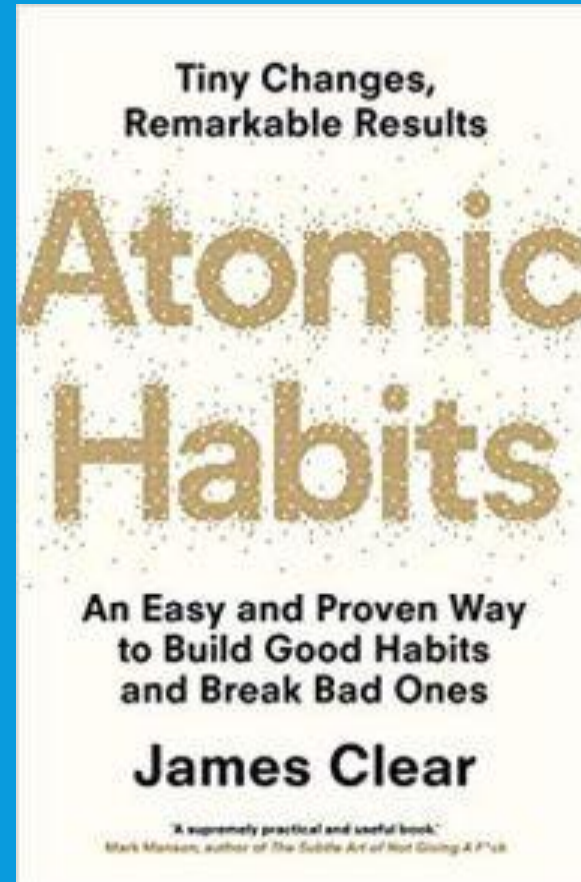




# UNDERSTANDING HABITS

# OUR RESEARCH ON HABITS - BOOK RECOMMENDATIONS ON HABITS

*Reposition your mirror through learning new habit, understanding leadership systems, and practicing new behaviors...*



# THREE WORLD CLASS LEADERS ON HABITS

- BJ Fogg – Author of Tiny Habits
- Adam Grant – Author of Atomic Habits
- Charles Duhigg – Author of The Power of Habits

# LETS DEFINE HABITS...



- A **habit** is a choice that we deliberately made at some point, then we stop thinking about, and we continue to do it (i.e. how we start a meeting, how we greet coworkers or a boss, etc.).
- Habits are “unthinking” choices and invisible decisions that we automatically make every day – habits are made “visible” when we intentionally acknowledge and recognize them.
- “Habits are the compound interest of self improvement” – James Clear



# LET'S BEGIN – IDENTIFYING HABITS

Think about your day – and identify some of your routines, the “non-thinking” things you do everyday.

Identify your “non thinking” routines by time of day.





# NEIGHBOR SHARE - HABITS

- Take a few minutes and share with your neighbor some of the habits that you engage in on a daily or weekly basis.
- Did this exercise reveal for you some unconscious patterns/some habits you didn't even know you were doing?
- If your spouse or children were to do this same exercise as an observer of you, what would they add to your list?

# PRACTICING HABIT AWARENESS

Before you can work on building or modifying a habit, you have to be able to identify it and track it.

You must raise your awareness of habits from the unconscious to the conscious.

# AWARENESS - "HABIT DATA AND OUTCOMES"

When you start to identify your habits, understand that the outcomes that we see in our lives are a lagging measure of our habits..."

- Our net worth is a lagging measure of our financial habits.
- Our clutter is a lagging measure of our cleaning habits.
- Our knowledge is a lagging measure of our learning habits.
- Our career state is a lagging measure of our career development habits.
- The state of your lawn is a lagging measure of your lawn care habits.





# QUESTIONS ON HABIT DATA COLLECTION?



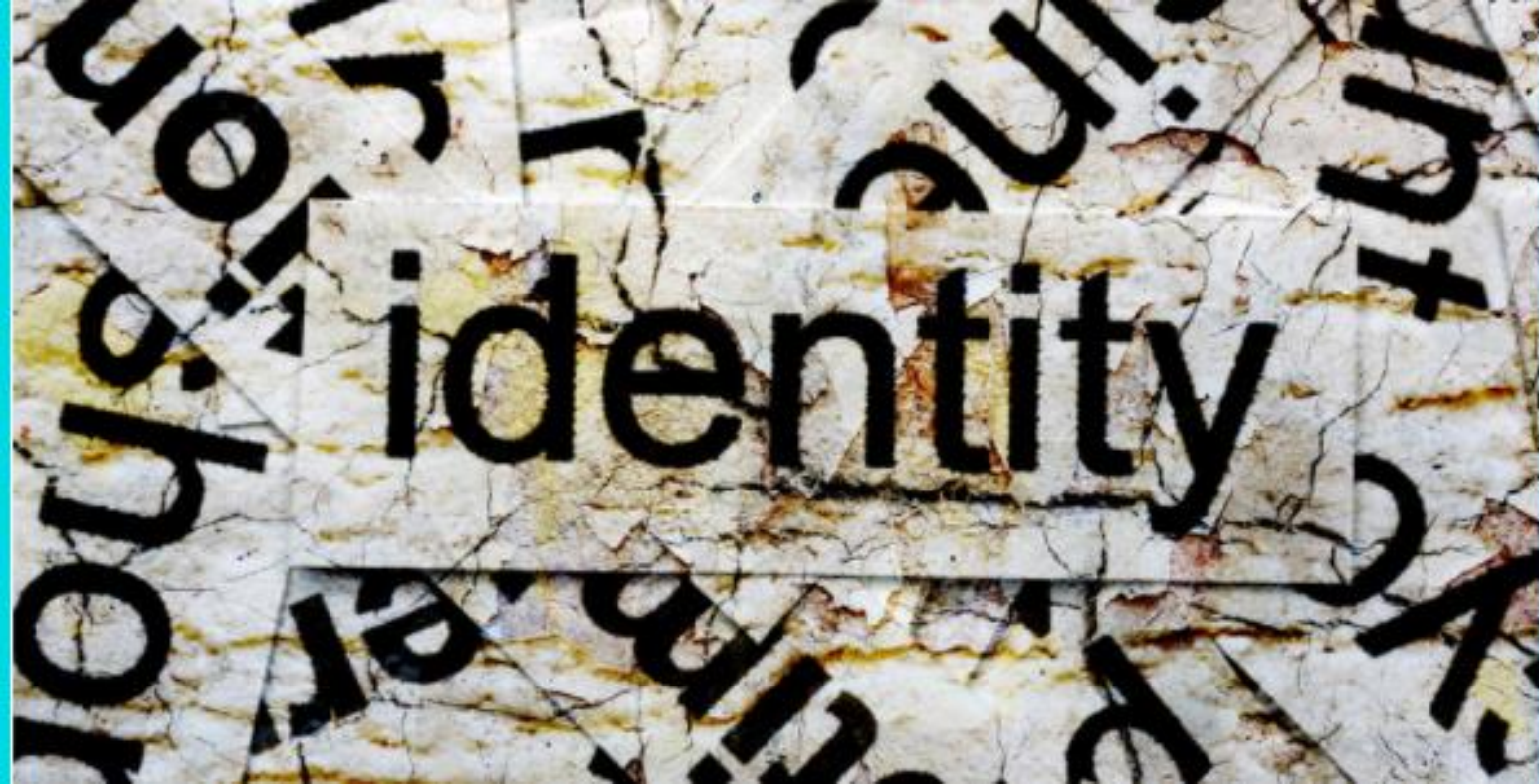
# THE INFRASTRUCTURE OF A HABIT – HOW HABITS WORK

# HOW THEY SEE HABITS

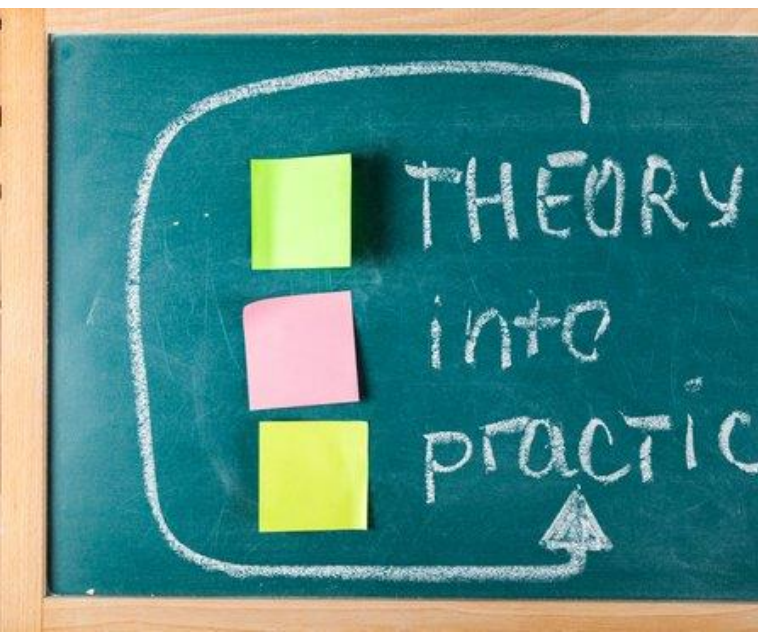
- Charles Duhigg
- BJ Fogg
- Adam Grant







## UNDERSTANDING HOW HABITS ARE FORMED, AND HOW TO CHANGE YOUR HABITS



Theories promoted by: BJ Fogg,  
Adam Grant, and Charles Duhigg

# TINY HABITS AUTHOR BJ FOGG – ON HOW HABITS WORK



Ingredients for a habit/habit change:

- Anchor
- Tiny Behavior
- Celebration

Receipt for creating a habit/habit change:

- Identify the big behavior change you want to experience.
- Scale back the change to a tiny behavior.
- Identify the anchor/trigger to remind you to change the behavior.



# FOLLOW THE ABC'S - BUILD HABITS THAT STICK – BJ FOGG

**(A) Anchor Moment** –  
Routine (like brushing your teeth)

**(B) Tiny Behavior**  
– A simple version of the new behavior that you want (do the tiny behavior immediately after the anchor moment).

**(C) Instant Celebration** –  
Something you do to create positive emotions, such as saying “I did a good job”.

# BUILD HABITS THAT STICK - BJ FOGG

## B=MAP MODEL

B=MAP

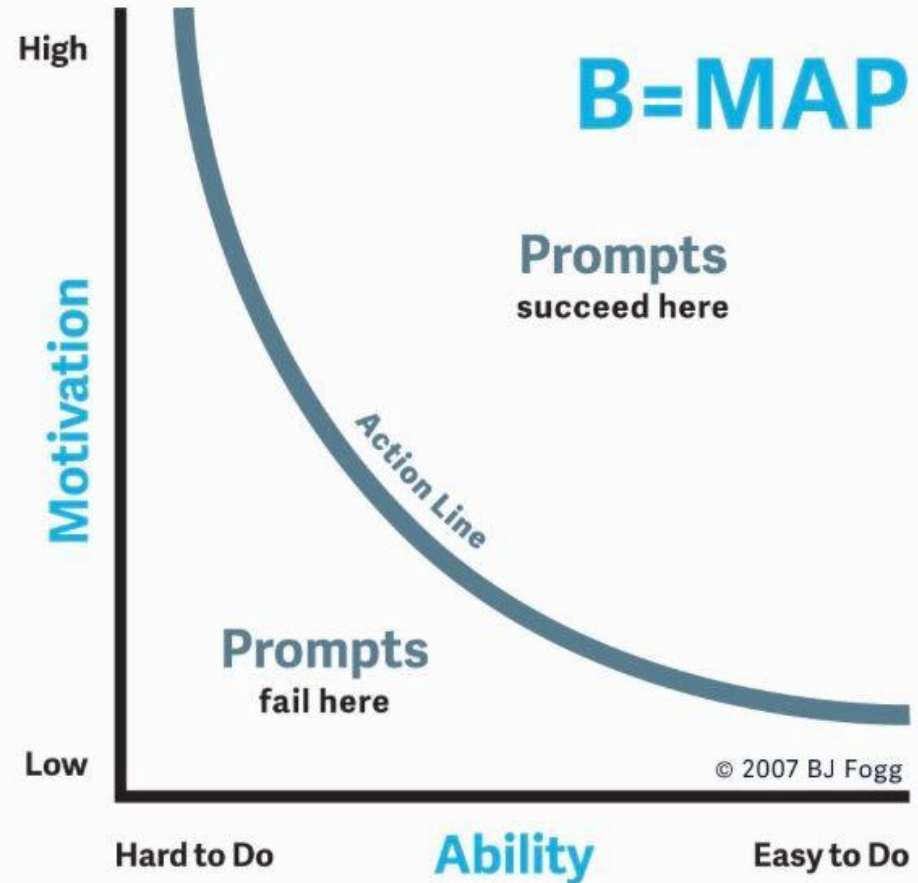
- Behavior is the result of motivation, ability, and prompts taken at the same time.

# Fogg Behavior Model

**Motivation** – our desire to do the behavior.

**Ability** - is our capacity to do the behavior.

**Prompt** - is our cue to get the behavior done.



# ATOMIC HABITS AUTHOR ADAM GRANT – ON ADDRESSING/CHANGING HABITS



# BUILD HABITS THAT STICK – ADAM GRANT

## ATOMIC HABITS

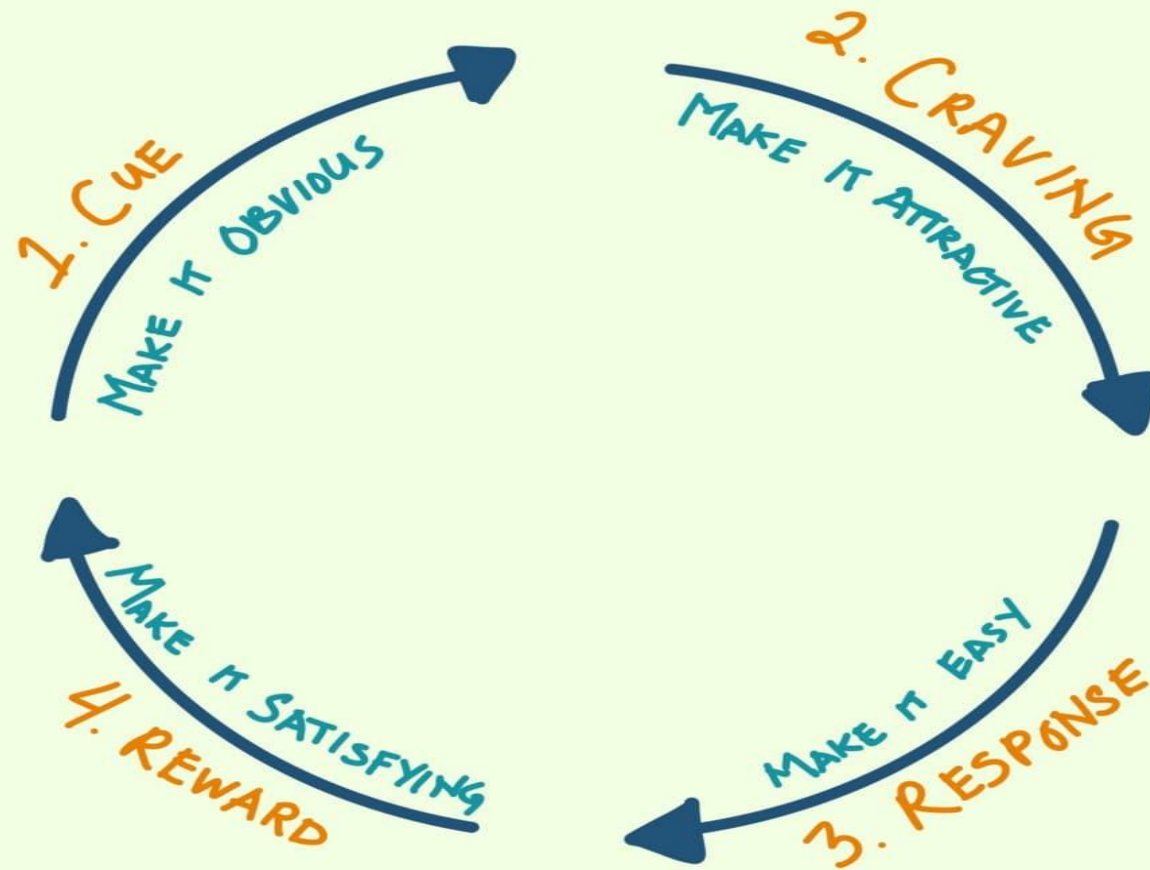
CUE

Craving

Response

Reward





## THE HABIT LOOP

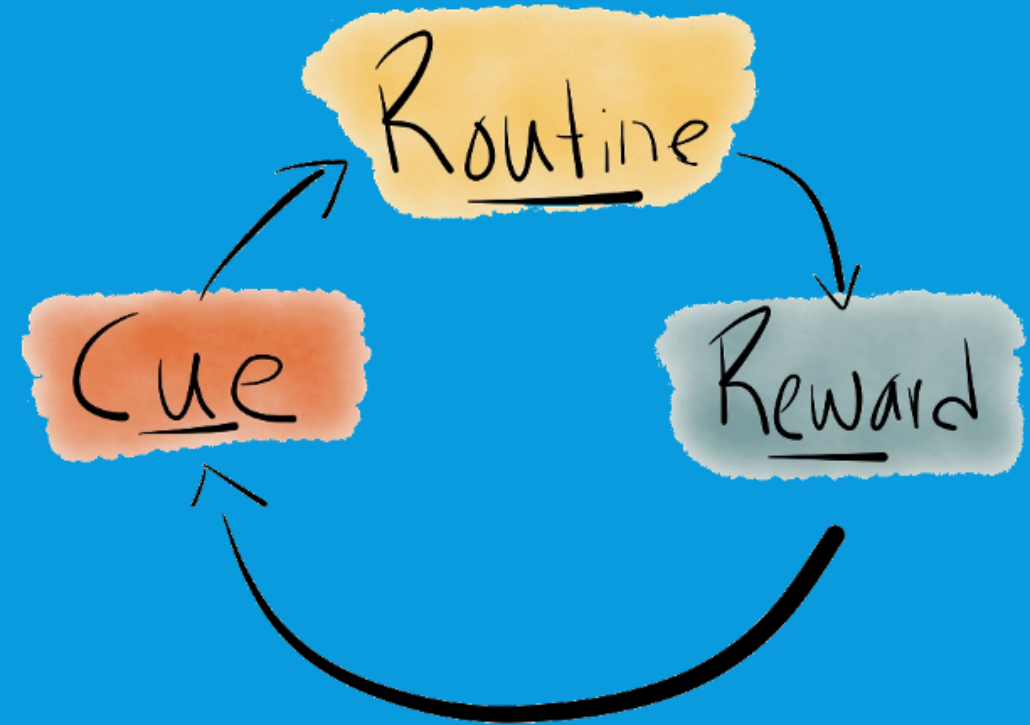
# THE POWER OF HABITS AUTHOR CHARLES DUHIGG – ON HOW YOU CHANGE HABITS



# IDENTIFY LEADERSHIP HABITS THROUGH A LEADERSHIP "HABIT LOOP"

Habits create neurological cravings (i.e. - desire for endorphins).

- **CUE**
  - Trigger can be anything (i.e. visual, time of day, company that you keep, etc). that tells your brain to go into automatic mode and what habit should be summoned.
- **ROUTINE**
  - Things you do repeatedly – can be physical, mental or emotional, can be both simple and complex.
- **REWARDS**
  - Brain determines if it's worth it to continue to do the thing you are doing and do it the same way.



# THREE APPROACHES TO UNDERSTANDING AND CHANGING HABITS

**Power of Habits**

**Atomic Habits**

**Tiny Habits**

Cue, Routine, and Reward

Cue, Craving, Response, and Reward

Motivation, Ability, and Prompt

# HABITS TRUTHS – ALL THREE BOOKS

Small incremental changes can yield massive results

- James Clear – 2 Minute Rule
- BJ Fogg – 30 Seconds

“Success is the product of daily habits, not once-in-a-lifetime transformation” – James Clear

- Make a 1% improvement everyday – improve 37 times over in a year

Habits don't produce overnight results and may appear to be doing nothing until you cross a critical threshold and unlock a new level of performance.





# IDENTIFYING AND UNDERSTANDING YOUR LEADERSHIP HABITS

# NEIGHBOR SHARE- IDENTIFYING LEADERSHIP HABITS

What are some leadership habits you engage in nearly everyday?

What are some very positive leadership habits you see others engaging in and you would like to emulate one day?

What are some negative leadership habits you have seen, or you are working on overcoming?



# COMMON LEADERSHIP HABITS OF SUCCESSFUL PEOPLE

Gorden Tredgold – Inc Magazine 2016

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Leverage the talent within their teams

---

Respond rather than react

---

Take smart risks

---

They believe that “actions speak louder than words”

---

Focus on finding solutions, rather than finding someone to blame

---

Practice confident humility

---

Ensure that enough planning is done before the work gets done

---

Focus on sustainable success

---

Understand and practice the power of recognition

---

Hold themselves accountable

**What would you add to this list?**

# COMMON LEADERSHIP HABITS OF UNSUCCESSFUL LEADERS

Believe they have all the answers

React, don't respond

Take big risks, the bigger the better

They believe talking about it, and doing it, are the same thing

Focus on blame, not solutions

Take don't give

Easily distracted

Makes excuses

# NEIGHBOR SHARE – LEADERSHIP HABITS

Take a few minutes and share with your neighbor some of the leadership habits that you engage in on a daily or weekly basis.

Were you able to identify some positive and some challenging leadership habits?

Did this exercise reveal for you some unconscious leadership habits that you didn't really know you were doing?

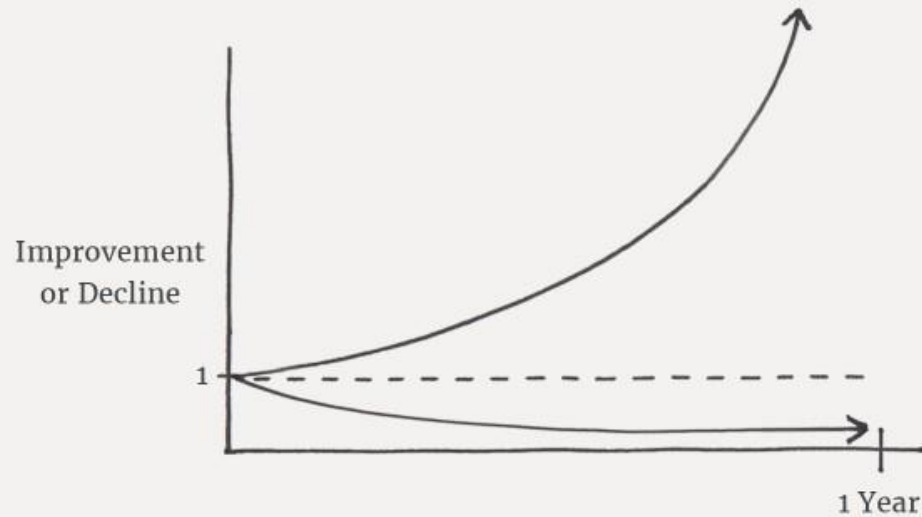
If your coworkers or boss were asked to complete this same exercise, what would they add to your list?



# The Power of Tiny Gains

1% better every day  $1.01^{365} = 37.78$

1% worse every day  $0.99^{365} = 0.03$



# EXERCISE - GOOD TO GREAT – LEADERSHIP HABITS

From your Leadership Habits Inventory, identify one or two leadership habits you want to work on.

# LEADERSHIP HABIT SYSTEMS

# LEADERSHIP HABIT VERSUS LEADERSHIP SYSTEM

Leadership Habit - can be one act.

Leadership System - Collection of leadership habits that are purposely put together, strategically connected, and support a specific goal or behavior.

# ENVISIONING LEADERSHIP SYSTEMS – CONNECTING THEM TO HABITS

Your goals are your desired outcomes. Your leadership system is the collection of daily habits that you practice.

You do not rise to the levels of your goals; you fall to the levels of your systems.

We need to focus more on our systems. “Goals are about the results you want to achieve. Systems are about the processes that lead to those results,” writes James Clear.

<b>Goals</b>		<b>Systems</b>
Coach: Win a championship	vs.	How you recruit players, run practices, and manage your assistant coaches
Entrepreneur: Start a \$1 million company	vs.	How you run marketing campaigns, hire employees, experiment with product changes
Musician: Play a difficult piece of music	vs.	How you practice, how you approach challenging measures, how you solicit feedback on your gaps, how you incorporate that feedback

## HABITS AS A SYSTEM



# A WORD ON GOALS VERSUS SYSTEMS

## Goals are helpful for:

- Setting a sense of direction, but systems are best for making progress
- Gaining clarity
- Use as a filtering mechanism for new opportunities and ideas (does this help me achieve my goal?).
- Goals change your life for a moment, they are very linear and tactical – system changes are longer lasting and not defined or tied to an act.
- Goals can sometime cause and either/or conflict. Either you achieve the goal, and you are successful, or you don't achieve the goal and you have failed (very binary, ignores progress).
- Goals work best when motivation is high – absent of motivation, goals are harder to achieve.

# GOALS VERSUS SYSTEMS IN GOVERNMENT

Goals		Systems
Improve communication between Headquarters in Washington, D.C. and the Field Office in Oklahoma.	vs	How you identify and validate communication issues; how you develop and select your trainers; how you select the content that will be use in the training; how you use feedback to update your training/inform you.
Expand your outreach program from deployment in three cities to 15 cities throughout the state of Oklahoma	vs	How you communicate with each city, receive and respond to feedback, identify and deploy rapid change.
	vs	

## REVIEW YOUR LEADERSHIP HABITS, IDENTIFY YOUR LEADERSHIP SYSTEM

Review your leadership habits inventory. Identify habits that you can form/put together as part of your leadership habit system.

## NEIGHBOR SHARE

What are the leadership habit systems you have, or you want to have in place, that align and support the leadership goals you have for yourself, or the leadership goals you envision for your organization?

Old Habits

New Habits

PRACTICING NEW LEADERSHIP  
HABITS

# USING THE SYSTEMS IDENTIFIED BY BJ FOGG, ADAM GRANT, AND CHARLES DUHIGG

Let's take a leadership habit,  
and deconstruct it through  
each authors habit loop.

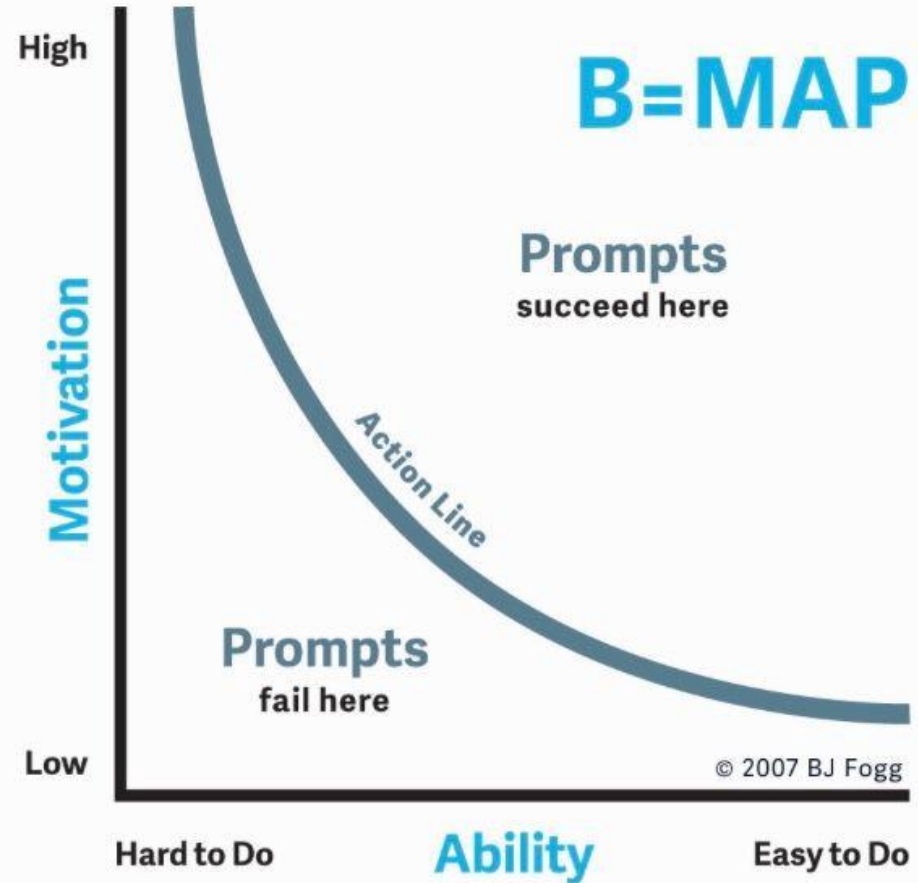


# Fogg Behavior Model

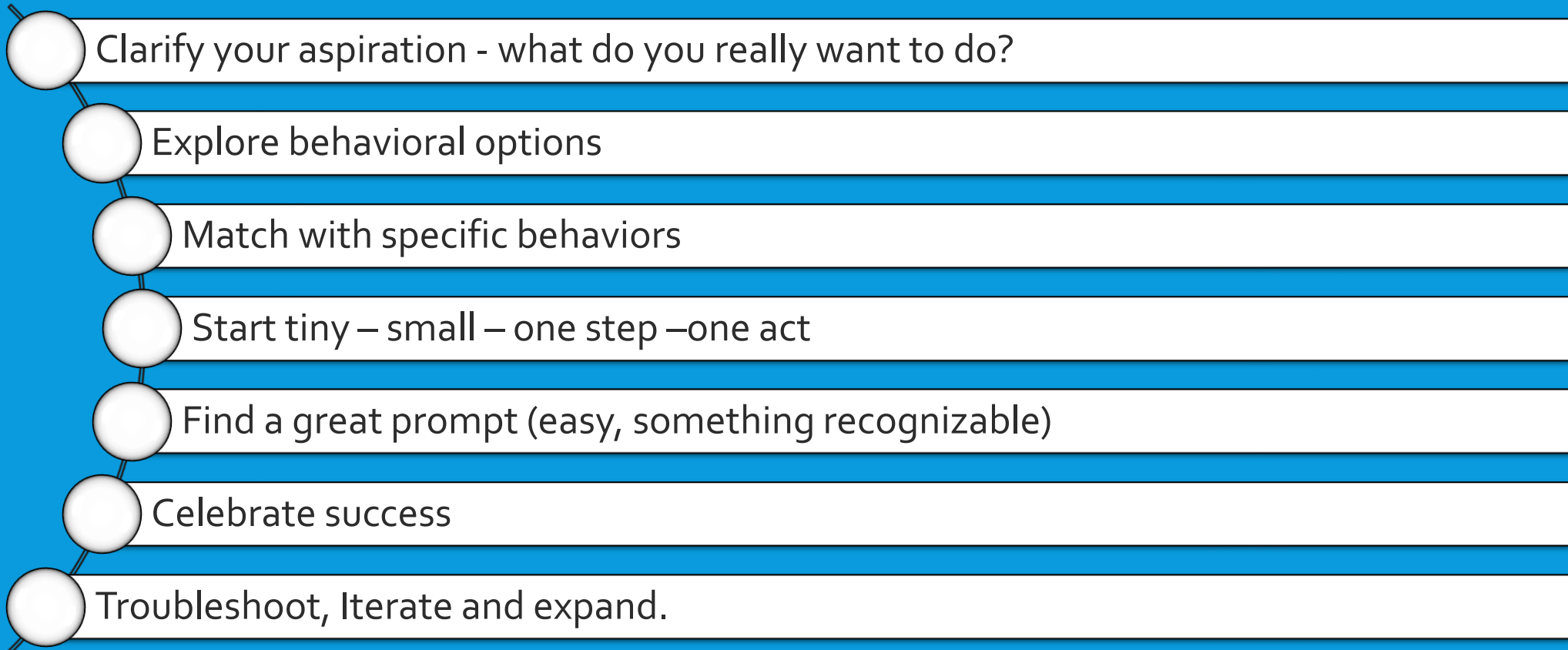
**Motivation** – our desire to do the behavior.

**Ability** - is our capacity to do the behavior.

**Prompt** - is our cue to get the behavior done.



# BJ FOGG - PRACTICE NEW LEADERSHIP HABITS

- 
- Clarify your aspiration - what do you really want to do?
  - Explore behavioral options
  - Match with specific behaviors
  - Start tiny – small – one step –one act
  - Find a great prompt (easy, something recognizable)
  - Celebrate success
  - Troubleshoot, Iterate and expand.

# TOOL TO HELP YOU DEVELOP YOUR LEADERSHIP HABITS/LEADERSHIP HABIT SYSTEMS – TINY HABITS

Behavior	Behavior Options	Match with a "golden behavior"	Start Tiny Small Steps	Identify Prompt (Anchors)	Celebrate Success (SHINE) – Positive Emotion	Troubleshoot Iterate and Expand.
Enhance communication and connection with peers	<ul style="list-style-type: none"> <li>• Talk more</li> <li>• Talk less</li> <li>• Increase Presence</li> </ul>	Greet every team member by name	Next Teams meeting, I say hello (by name) to 20% of the participants within the first minute of the meeting	Teams Meeting Starts	YES – Good Job!	

Golden Behavior – Behavior will help you realize your aspiration, you want to do the behavior, you can do the behavior

# JEFF'S RECOMMENDATIONS – TINY LEADERSHIP HABITS

Write down three things you are grateful for (1 minute)

Say no to something (for today/this week) so that you have more time for yourself

Do an exercise/physical activity for one minute when you wake up

Invest less in objects (buying something to satisfy a “today craving”) and more in a leadership experience (something new/outside of your comfort zone).

Organize/reorganize your home workspace (1 minute)

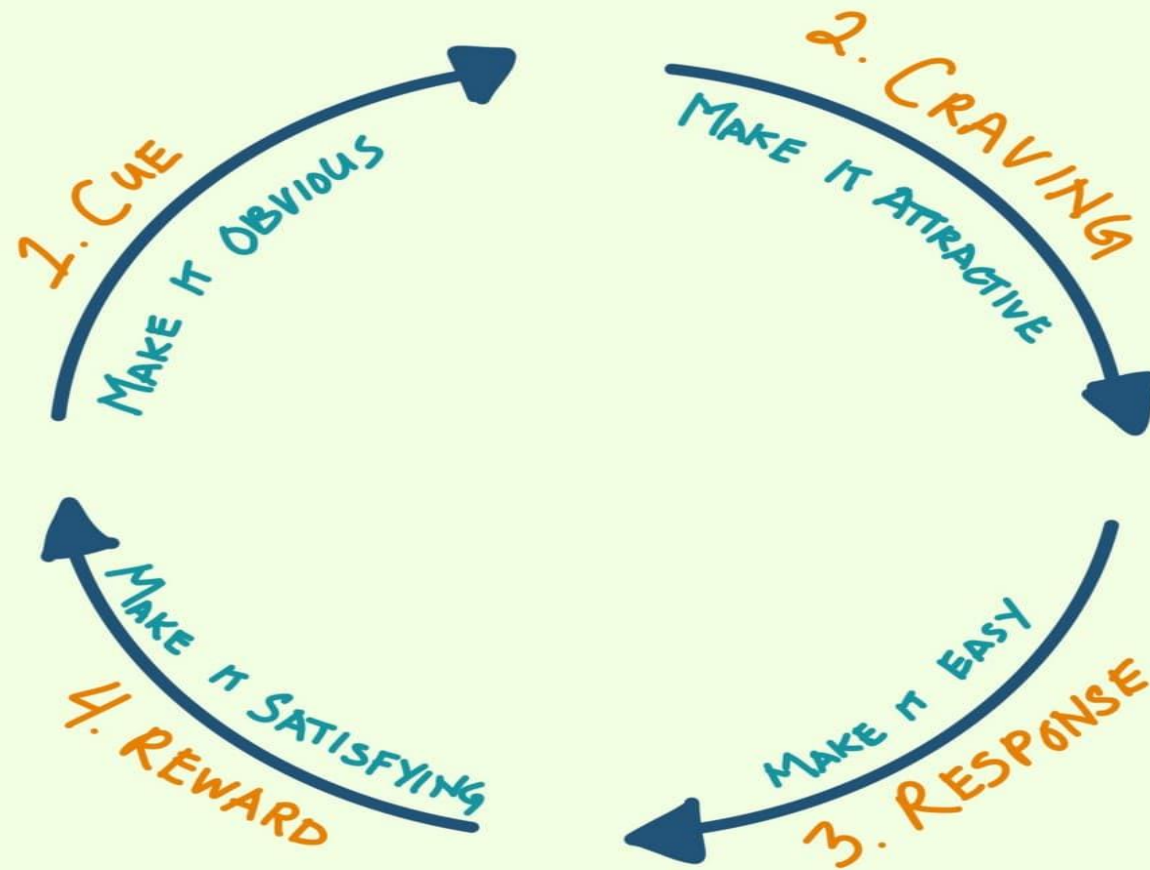
Spend two minutes three times a day with yourself – no agenda, no pets, no people, just you.

Declutter now – identify and throw something away

Ask two new open-ended questions when chatting with a colleague on a program or project you are working on

Turn off your notifications for at least 30 minutes a day

Discover one new fact a day (2 minutes)



## THE HABIT LOOP

# LEADERSHIP HABIT LOOP

## Four Things to Ensure You Have an Effective Leadership Habit Loop:

- Make each Habit Obvious – (Data you obtained from your Habit Tracker)
- Make it Attractive – Increase the Desirability of the Habit
- Make it Easy – Repetition is Key
- Make it Satisfying – Connect with Your Endorphins



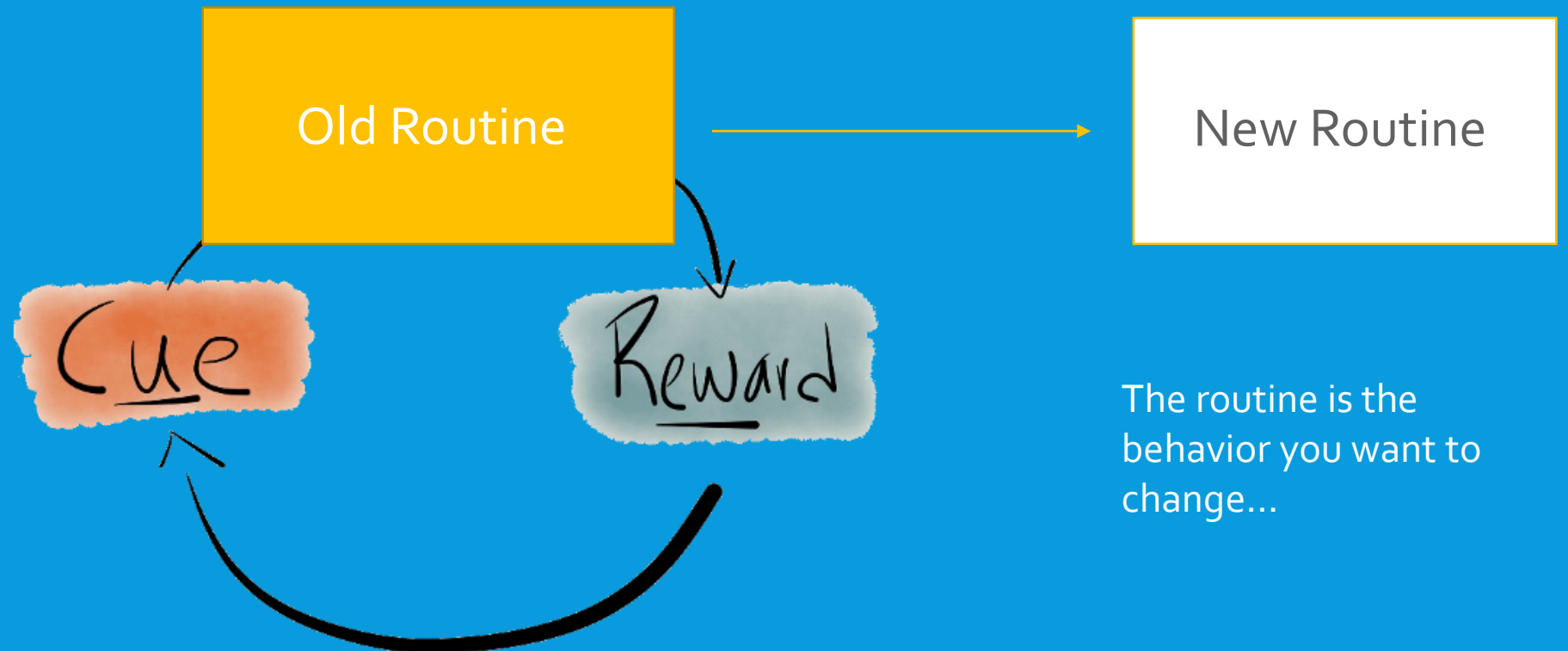
# TOOL TO HELP YOU DEVELOP YOUR LEADERSHIP HABITS/LEADERSHIP HABIT SYSTEMS – ATOMIC HABITS

Behavior	Identify Your Cues (obvious)	Identify Your Cravings (attractive)	Identify Your Response (easy)	Identify Your Reward
Enhance communication and connection with peers	Team Meetings Starts	You have a desire to improve your working relationship with your peers	You thanked a colleague during the Teams Meeting for sending you a report	You feel a sense of personal satisfaction, positive intrinsic emotion/feeling.

\* Deploy an Implementation Equation – (1) I will do X habit at (2) this location at (3) this time.

# UNLEASH NEW LEADERSHIP HABITS

- To learn a new leadership habit, you keep the same cue, pay attention to how you deliver your reward – challenge yourself to experience a new routine.



# PRACTICE SELF COMPASSION

Practicing new leadership habits is an art. Make sure that as you being this process you practice self compassion and allow yourself to recognize that building, changing, and improving habits is something that happens overtime, and requires incremental changes.

“People change best by feeling good, not by feeling bad” – BJ Fogg

# THINGS TO AVOID WHEN UNLEASHING NEW HABITS

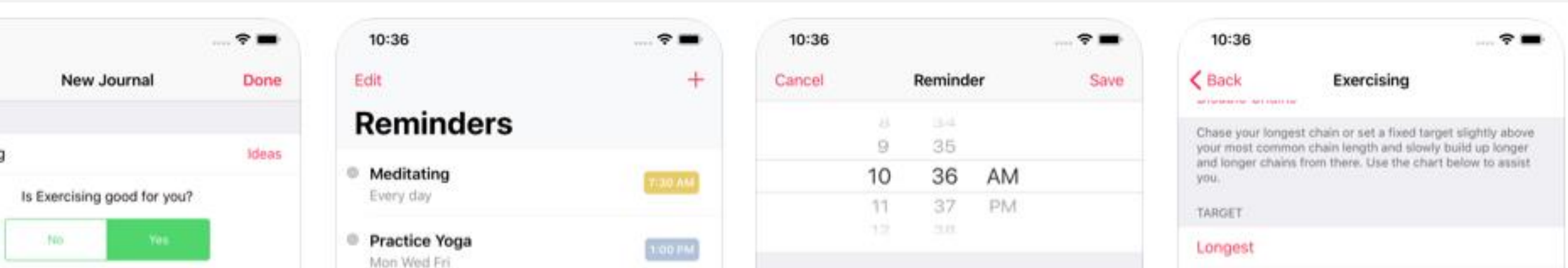
Don't mistake aspiration for behavior – behavior, is something you can do **RIGHT NOW**. Aspiration is impossible to achieve at any given moment (e.g. you can't suddenly get better sleep).

Don't be so judgmental about your failures – you don't change a habit by “feeling bad” about your behavior, you change a habit

Don't rely solely on motivation to help you achieve new habits – motivation is unreliable.

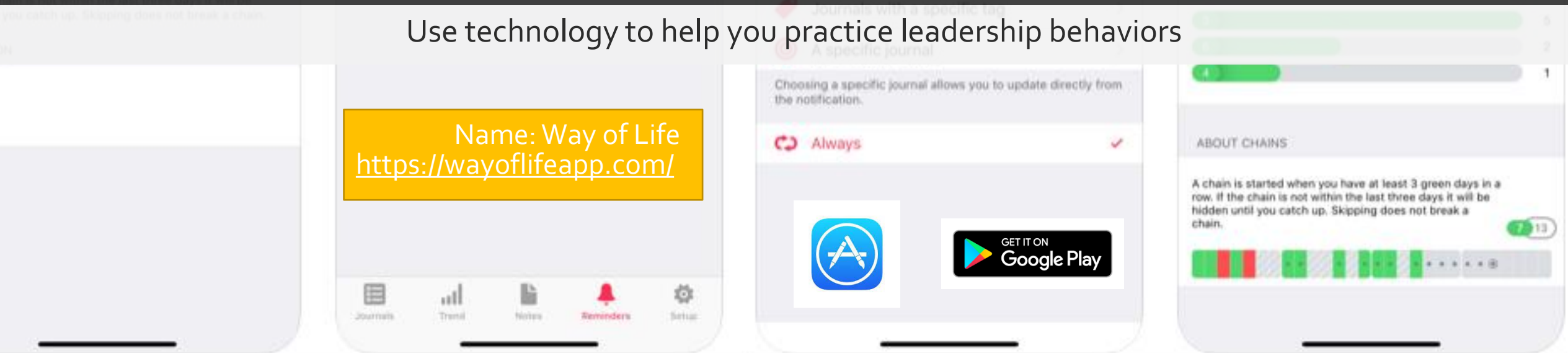


# QUESTION ON LEADERSHIP HABITS



# TOOLS TO HELP YOU WITH YOUR HABITS

Use technology to help you practice leadership behaviors







# RECLAIM YOUR LEADERSHIP IDENTITY





The best way to change who you are, is by changing what you do...

## THERE IS A CORRELATION BETWEEN IDENTITY AND HABITS

The more you do something on a consistent basis, the more your action will help to reform/influence/change your identity....

# FOCUS ON CREATING IDENTIFY BASED HABITS

Focus on what you want to become, the identify you want to be alignment/agreement with...

- Move from I want to run a Marathon to I want to be a runner.
- Move from I want to become a GS-15 to I want to be a trusted and influential leader
- Move from I want to development myself and my staff to I want to be a continuous learner and mentor

# CREATE AN ALIGNMENT – HABITS AND IDENTITY

Align your habits with the identify you want to grow into/you want to become.

Challenge Phase...

- *I want to be a federal leader that guides hundreds of people, manages millions or dollars, and makes a difference in the lives of the people I serve and in the mission I support.*

# RECLAIM YOUR IDENTITY...



- "...It is not your responsibility to be a version of you that you don't resonate with anymore just because people are more comfortable with who you used to be.
- You don't have to take steps back in your growth or relive what you've outgrown just to be keep certain connection alive..."

*Billy Chapata – Writer and Poet*

# BUILD YOUR OWN "REPOSITIONED" LEADERSHIP ROAD MAP

Affirm Role(s) in the Workplace	Claim/Speak Your Identity	Speak Positive Affirmations Related to that Identity	Analyze Your Leadership Habits/Your Habit Loop	Acknowledge Your Cue's Modify Your Routine, Secure Your Reward	Execute Your Repositioned Leadership Road Map
Executive					
Team Leader/Supervisor					
Individual Contributor					
Taskforce or Interagency Member					
Student/Other					



# LAST EXERCISE... 😊 TAKE OUT YOUR SMART PHONE

Now Take a Picture of Yourself – Think How You are “Repositioning Your Mirror”



In Closing...

Some  
“Repositioning  
That Mirror”  
Thoughts

- You own your identity.
- Your self-talk matters.
- You can identify and work on your habits.
- You can create and deploy leadership habits, and leadership habit systems.
- You can reclaim your identity.



A wooden mirror on a stand is positioned on the left side of the frame. The mirror's frame is made of light-colored wood and has a simple, elegant design. The mirror itself is a plain, rectangular surface. Behind the mirror, the words "REFL" are visible on the wall, which is a reflection of the larger text "SELF REFLECTION" that is the main focus of the image. The background is a light, neutral color, possibly a wall or a backdrop. The overall composition is clean and minimalist.

# SELF REFLECTION

## Final Thoughts/Comments

Share your knowledge – continue to lead others with integrity and honor and be good to yourself.



THANK YOU  
Oklahoma Federal  
Executive Board!

Jeffrey Vargas  
President,  
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List of our 37  
Leadership  
Workshops...



# SOURCES

## Pictures:

- All Pictures are Creative Common (CC) Licensed; source is from canva.com

## Habit Author Research Sites:

- Duhigg, Charles - <https://charlesduhigg.com/how-habits-work/>
- Clearn, James - <https://jamesclear.com/habit-triggers>
- Fogg, BJ - <https://tinyhabits.com/about/>

# SOURCES

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# APPENDIX



# HABIT DEFINED

## Noun

- A settled tendency or unusual manner of behavior
- An acquired mode of behavior that has been nearly or completely involuntary
- An addiction
- A behavior pattern acquired by frequent repetition or physiologic exposure that shows itself in regularity or increased facility of performance
- Manner of conducting oneself

# EXERCISE - SELF PERCEPTION – HOW I SEE “THE WHOLE ME”

Context	My Self Perception
Mentally	
Physically	
Emotionally	
Spiritually	

# AWARENESS – INFLUENCES ON YOUR LEADERSHIP HABIT SYSTEM

Recognize that if a behavior gets us approval, respect and praise – we find that behavior attractive – this “Influence” can come from family, friends, and coworkers.

- Challenge Action - Become a part of a social group (culture) where (1) your desired behavior is the norm and (2) you already have something in common with the group.

# PRACTICING NEW LEADERSHIP HABITS

- “The essence of Tiny Habits is this: Take a behavior that you want, make it tiny, find where it fits naturally in your life and nurture its growth. If you want to create long-term change, it’s best to start small”. BJ Fogg

## TRUTH - COVID-19 CONTINUES TO INFORM OUR PROFESSIONAL IDENTIFY AND THE POSITION OF OUR PROFESSIONAL MIRROR...

- Effectively and efficiently working from home, working in a hybrid environment.
- Practicing self care – mental, physical, emotional and spiritual.
- Authentically connecting with others – virtual connections via Zoom/WebEx/FaceTime Etc.



# ENGAGE IN DEEP SELF REFLECTION

- Positive Introspection - What am I really proud of in my life?
- Positive Introspection - What stories about my past do I often talk about, what and I trying to say about myself/my character in those stories, why do I tell them?
- Self Reflection Engagement - Engage “your tribe”. Go to a few people you trust, invite them to be a part of your self reflection journey – ask them what are some areas of your professional life that you can improve upon – be open to constructive criticism.

# UNDERSTAND LEADERSHIP HABITS AS A SYSTEM

If you want better leadership habits – focus less on the goals of a habit and focus more on the system of your habits.

James Clear  
Author of  
Atomic  
Habits...

A Leadership Habit System is about refinement and continuous improvement.

“An atomic habit is a little habit that is part of a larger system. Just as atoms are the building blocks of molecules, atomic habits are the building blocks of remarkable results.”

- To make a habit “stick” it requires intentional repetition.

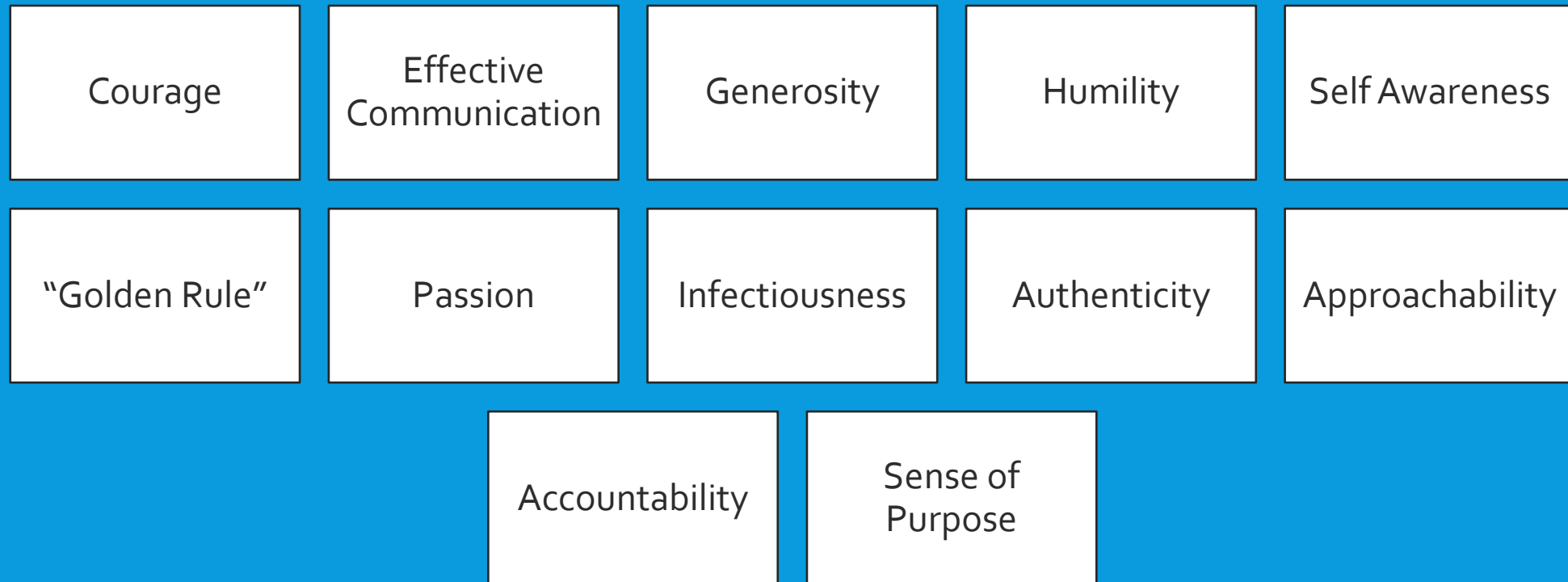


# LEADERSHIP HABIT SYSTEMS...

One habit won't facilitate change – a collection of habits will...

Remember - a leadership habit system is a collection of habits, that produce small incremental change.

# CONVERT THE TOP 12 LEADERSHIP BEHAVIORS INTO TINY/ATOMIC HABITS



# TO DRIVE A LEADERSHIP HABIT – YOU MUST HAVE A “HABIT LOOP READY” PLAN

Desired Outcome  
– Alignment  
Between Rewards  
I Seek and the  
Behaviors I  
Demonstrate

Identify Actions  
you will take when  
your “CUE” is  
present

Identify the  
Routine You will  
Change; the  
Behavior You Will  
Engage



Tactical Action -  
Write Out Your  
“New Habit Loop”  
Plan

Identify/Call Out  
the Reward You  
Seek

# EMBRACE A LEADERSHIP HABIT LOOP

- CUE
- Craving
- Response
- Reward

# THREE THINGS YOU CAN DO TO MAKE THE BEHAVIOR/HABIT EASIER TO DO

Recognize and consider, your level of motivation

- Increase your skills (particularly when your motivation is high)

Get tools and resources that help you with your habit

Focus on making tiny starter steps – hence “Tiny Habits”.

# UNDERSTAND YOUR ABILITY TO ENGAGE IN A NEW HABIT/BEHAVIOR THROUGH QUESTIONS

## Discovery Question

- What is making this behavior hard to do?

## Review Ability Factors

- Do you have enough time to do the behavior?
- Do you have enough money to do the behavior?
- Are you physically capable of doing the behavior?
- Does the behavior require a lot of creative or mental energy?
- Does the behavior fit into your current routine, or does it require you to make difficult adjustments?

What can I do to make this behavior easier?

# IDENTIFY YOUR HABIT CUE'S

A Cue can really be anything; a person, a song, a phrase...

- Location – Where are you?
- Time – What time is it?
- Emotional State – What's your emotional state?
- Other People – Who else is around?
- Immediately Preceding Action – What action precede the urge?



# HOW DO YOU PRACTICE NEW LEADERSHIP HABITS?

## Increase

Increase your awareness of your current leadership habits/Identify your

- Complete a leadership habits inventory over a few days

## Put

Put your leadership habit through a “leadership habit loop”

- Identify your leadership habit cue’s, routines, and rewards
- Identify and complete new routines to address your habits

# BUILD HABITS THAT STICK – ADAM GRANT

## ATOMIC HABITS

Get past “the valley of disappointment” (overcoming expectations of linear progress) and cross the plateau of latent potential”.

“You don’t rise to the level of your goals; you fall to the levels of your systems”

- You motivation, or goals, or inspiration will NOT carry you.

Goals are about the results you want to achieve. Systems are about the processes that lead to those results.

- Winners and losers have the same goal
- Achieving a goal is only a momentary change
- Goals restrict happiness (makes the argument that when you achieve your goal, then, and only then, will you be happy).
  - Goals create a binary construct – you achieve your goal you are a success; you don’t meet your goal you are a failure.

Three layers of behavior change:

- Outcomes
- Processes
- Identity

NOTE: Identity is a powerful influencer/driver when it comes to embracing a new perception of self. “I’m need to read a book versus I’m a reader”

# WHAT IS THE CRAVING/REWARD THAT IS DRIVING YOUR ROUTINE?

- Leadership Habits get executed because we are satisfying a craving, we want the experience of a reward.
- To identify a craving we must force ourselves into very intentional, “moments of attention”.

Keep the Loop in Mind....The Cue –  
The Routine – The Reward.....

## Identify Your Leadership Habit Reward(s):

- Being “seen” as smart
- Building a legacy
- Being liked and appreciated
- Being respected
- Feeling a sense of completion
- Feeling a sense of “winning”
- “Crossing stuff off the List”
- Feel good about yourself when you help someone else

By identifying and “experimenting” with different rewards you can isolate the **real reward** and begin to reengineer your habit.