

Checklist for Embedding a Habit

Goal: To publish regular articles about topics I'm interested in	
Motivation	To clarify my thoughts. To help others with happiness and productivity.
System/Habit	Write a little every day and publish regularly.
Start Small	I am not trying to write a book. In fact, I try to limit an article to about 500 words (based on my short my attention span!). Even that small amount takes more time than I would have thought.
Established Ritual	My established ritual is I get a coffee each morning. I am working on writing a few words just or with the coffee. Coffee is the trigger for writing.
Lower the Barrier	A Word document called Articles automatically launches when I log in. When I have a topic that interests me, I write a little each day. I don't automatically start Outlook (it's a distraction!)
Schedule It	20 minutes at 8am is now in my calendar. Taking 20 minutes to write actually makes me more productive as I explicitly think about how to save time.
Set a Rule	Do not open email until 11 earliest. Check email only twice a day.
Buddy Up!	Small group of friends who contribute or review my articles.
Tell People	Hey everyone, if you haven't noticed, I am writing regularly and publishing the articles. You all know now!
Reward	After 5 published articles, I will buy myself a massage!

Check Yourself							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1							
2							
3							
4							

Refer to <http://www.james-parnell.com/business/the-mathematics-of-embedding-habits> for a guide to using this resource.