

# POSITIVE HABIT GUIDE

**TRANSFORM BAD HABITS  
INTO POSITIVE HABITS**

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## POSITIVE HABITS

Learn the basics of creating positive habits and how to apply them to your life.

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So  
Goes  
Life

# DAILY HABITS DEFINED

A daily habit is a learned and frequent behavior pattern that is repeated and almost becomes involuntary.

Highly successful people achieve their goals by creating positive daily habits. The success of your SMART goals will be dependent on the daily habits you create.

## POSITIVE HABITS

Lead you towards your goals

EX: Don't compare yourself to others

*verses*

## NEGATIVE HABITS

Lead you away from your goals

EX: Eat unhealthy fast food daily

# POSITIVE HABIT BENEFITS

## BENEFITS OF POSITIVE HABITS



### AUTOMATION

Your brain will automatically perform the positive habits so that you will have more time to focus on other tasks.

### EFFICIENCY

Combined positive habits will increase your productivity because your brain is automation mode.



### MOTIVATION

You can focus your motivation towards other tasks since your positive habits are second nature.

### CHARACTER

Positive habits have a direct impact on building a better character.



### SUCCESS

You have a higher chance of reaching your SMART goal when you are dedicated to creating positive habits.

[www.johnshufeldt.com](http://www.johnshufeldt.com)

## THE NEW YOU

Part of reaching your SMART goals is learning to create positive habits. It is important for you to analyze your current habits.

The beauty of habits is that you can change the habits you currently have.

Creating lasting, positive habits will give you a step up in life. Habits become part of your daily routine and will transform your life for the better.

In the words of John C. Maxwell, "You'll never change your life until you change something you do daily. The secret of your success is found in your daily routine."

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# TRAITS FOR SUCCESS



## ADAPTABLE

Be flexible enough to adapt to different conditions or curve balls thrown your way.



## OPTIMISTIC

Do not let anything bring you down. Surround yourself with positive people.



## PROACTIVE

You must take control of your own life, if you do not like something, do something about it.



## SELF-REFLECTIVE

Take the time to reflect on how you are truly doing, do not be afraid to admit short-comings.



## PERSISTENT

You will face many difficulties in life, be persistent and work hard towards your goals.



## PASSIONATE

Passion will drive your motivation and allows you to fully commit to your journey.



## OPEN-MINDED

This will allow you to grow and learn faster because you are open to new opportunities or advice.



## SELF-SACRIFICING

Helping out others will not just benefit others, it will teach you many things as well.

# DEVELOP LASTING HABITS

Focus on  
your strengths.

Write down  
your goals.

Use technology to  
help track habits.

Review your  
productivity daily.

Plan your day in  
30-minute chunks.

Ask for help  
when needed.

Create habits that  
reinforce each other.

Complete habit  
daily for 66 days.

Remind yourself  
about your 'Why' on  
difficult days.

Surround yourself  
with positivity.

# DAILY HABITS TO DEVELOP

## Develop positive thinking

Positive thoughts will open your mind to new possibilities and help you stay motivated and give you the energy to work through the hard times.

## Focus more on single tasks

Sometimes multitasking can decrease productivity, instead, plan your day out in 30-minute chunks where you focus on one task at a time.

## Have a morning routine

Be in control of the start of your day and develop a morning routine. This will allow you to start your day on a positive note and be ready for the day's tasks and challenges.

## No electronics an hour before bed

This is one of the hardest habits to develop but can be one of the most rewarding. Light exposure promotes wakefulness which will impact your sleep, so no screens before bed.

## Consistently check your goal progress

Review your goal/habit daily. Regular review will allow you to continually adjust your path towards success to achieve your goals.

## Cultivate gratitude

People who are grateful are able to extract more benefits out of their daily lives, live with less stress and tend to have a higher sense of self-worth.

# HOW TO CREATE HABITS

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## 1. IDENTIFY THE HABIT

Decide on which habit you wish to stop or start.

## 2. UNDERSTAND YOUR WHY

Dig deep to understand why you want to create a new habit. You must be motivated and hungry for change.

## 3. BUILD A SMART GOAL

Remember SMART stands for specific, measurable, attainable, realistic and timed. Don't be afraid to create a complex SMART goal.

## 4. CREATE AN ACTIONABLE PLAN

Your plan must align with your SMART goal, make sure to define your plan with clear and measurable aspects to help create your new habit.

## 5. TRACK YOUR HABIT

Have a system to set daily reminders to help you stick to your action plans, do not be afraid to use technology to help you keep track.

## 6. MAKE CORRECTIONS

Be adaptable! Do not be afraid to make adjustments if you find that your plan is not working.

## 7. REWARD YOURSELF

Many studies show it takes 66 consecutive days to create a habit, reward yourself with something when you finish.

# START YOUR DAY RIGHT

Get more out of your day by starting a morning routine. These positive habits are sure to jumpstart your morning and lead you down the path of success.

## TASK

## BENEFIT

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Do not hit the snooze button.

Hitting the snooze button is just a form of procrastination, don't start your day off with a negative move. Hitting snooze will actually make you more tired and groggy.

Drink 16 oz of water when you wake up.

Keeping hydrated helps your body not only flush out toxins in your body, but it helps fuel your brain and kick starts your metabolism first thing in the morning.

Get your body moving.

Working out in the morning will give you a great boost of energy. You do not have to exercise for a long period of time, even just a quick five minutes will do the trick.

Read something that motivates you.

Taking five to ten minutes to dive into a motivational read will help broaden your mind. You will also find that this positive perspective will help you feel more focused.

Journal and plan.

Journaling about your goals is a great way to help stay on track. It will also help you adjust your planning to effectively reach your goals.

Connect with others.

Connecting with others is a necessity. Having a strong connection with your support system will help you through the hard times.

# HOW TO FORM A HABIT

Recent research has proven it takes 66 days to create a habit. This means that for 66 consecutive days, you must perform that behavior every day (no skipping days), to adopt the new behavior.

Habit/Goal:

My Why:

Start Date:

Steps to Help Me Stay on Track:

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Notes:

Cross off each number to help keep track of your new habit for 66 days

- |    |    |    |
|----|----|----|
| 1  | 2  | 3  |
| 4  | 5  | 6  |
| 7  | 8  | 9  |
| 10 | 11 | 12 |
| 13 | 14 | 15 |
| 16 | 17 | 18 |
| 19 | 20 | 21 |
| 22 | 23 | 24 |
| 25 | 26 | 27 |
| 28 | 29 | 30 |
| 31 | 32 | 33 |
| 34 | 35 | 36 |
| 37 | 38 | 39 |
| 40 | 41 | 42 |
| 43 | 44 | 45 |
| 46 | 47 | 48 |
| 49 | 50 | 51 |
| 52 | 53 | 54 |
| 55 | 56 | 57 |
| 58 | 59 | 60 |
| 61 | 62 | 63 |
| 64 | 65 | 66 |

If you push through the resistance and keep moving forward, you will ultimately achieve rewards beyond any you had hoped for.  
~ T. Boone Pickens

# HABIT TRACKER

Habit:

Start Date:

Motivation:

Goal:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33  
34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66

Habit:

Start Date:

Motivation:

Goal:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33  
34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66



# BULLET JOURNALING

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## What is it?

A bullet journal helps organize your thoughts and helps you plan how to get your tasks done. It is viewed as a tool that is a to-do list, sketchbook, notebook, and diary. The all in one method is flexible can be as simple or complex as you wish.

## How do I get started?

All you need to start a bullet journal is a notepad, pen, patience and a willingness to learn. Bullet journaling can be intimidating because it is comprised of several different components, the main four being index, collections, rapid logging and migration.

However, [bulletjournaling.com](http://bulletjournaling.com) has a great breakdown of how to bullet journal. You will even find videos for clarification, a free bullet journal reference guide, a companion app, and a blog with many helpful tips and stories.

### FUN FACT:

Ryder Carroll, creator of bullet journaling gave a TEDx talk about how bullet journaling helped his ADD and other people reach their goals and overcome many challenges in their lives.

### FUN FACT:

You can be as organized or messy as you would like in your journal. You can also make your journal more artistic or plain. Whatever makes you comfortable.

# VISION BOARDS

Vision boards are an effective way to help you visualize your goals, giving you the motivation to reach your full potential. In fact, many studies have shown that visualization helps people reach their goals and create healthy, positive habits.

The purpose of a vision board is to help create a clear and concrete visual of your goals and how you want your life to be. Creating a vision board around your SMART goal is a creative way to motivate yourself daily to continuously aim towards your ultimate goal and path in life.

In the words of Jason Calacanis, "You have to have a big vision and take very small steps to get there. You have to be humble as you execute but visionary and gigantic in terms of your aspiration. In the Internet industry, it's not about grand innovation, it's about a lot of little innovations: every day, every week, every month, making something a little bit better."

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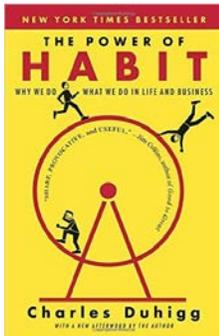
## How to Create a Vision Board

- 1 Create SMART goals.
- 2 Collect magazines that have colorful pictures.
- 3 Cut out and print pictures/words that represent your goal and inspire you.
- 4 On a board, make a collage of your selected pictures.
- 5 Make sure to add words of how you want to feel.

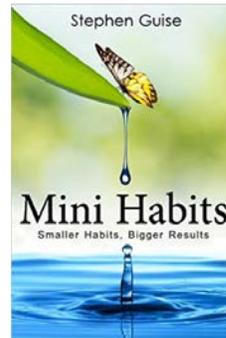
You want to put your vision board in a place that you see right before you go to bed. What you see 45 minutes before bed is typically what you dream about. When you look at your vision board, visualize yourself achieving your goal and how it would make you feel.

## How to Effectively Use a Vision Board

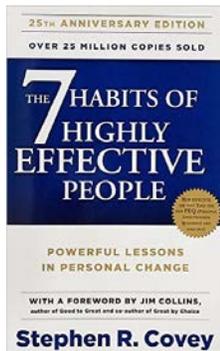
# SUGGESTED BOOKS



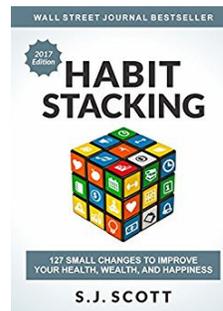
**The Power of Habit: Why We Do What We Do in Life and Business**  
By: Charles Duhigg



**Mini Habits: Smaller Habits, Bigger Results**  
By: Stephen Guise



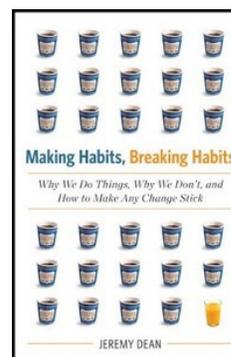
**The 7 Habits of Highly Effective People**  
By: Stephen R. Covey



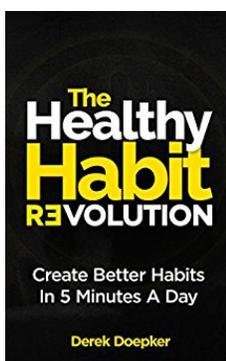
**Habit Stacking: 127 Small Changes to Improve Your Health, Wealth, and Happiness**  
By: S.J. Scott



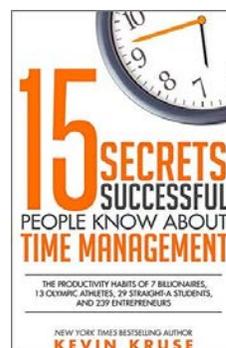
**The 5 Second Rule: Transform Your Life, Work, and Confidence with Everyday Courage**  
By: Mel Robbins



**Making Habits, Breaking Habits: Why We Do Things, Why We Don't, and How to Make Any Change Stick**  
By: Jeremy Dean



**The Healthy Habit Revolution: Create Better Habits In 5 Minutes A Day**  
By: Derek Doepker



**15 Secrets Successful People Know About Time Management: The Productivity Habits of 7 Billionaires, 13 Olympic Athletes, 29 Straight-A Students, and 239 Entrepreneurs**  
By: Kevin Kruse