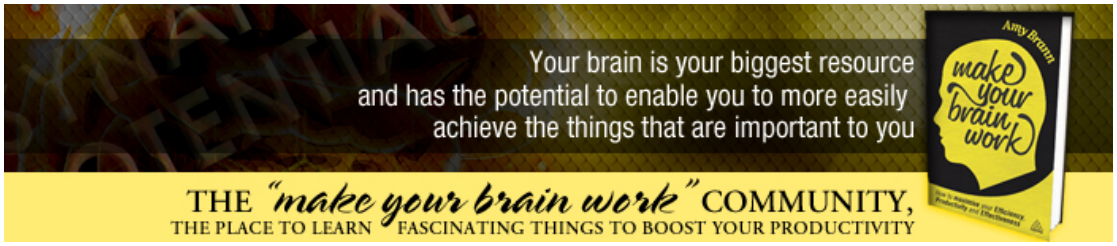

Unwanted Habits

The first step in changing habits that are holding you back in some way, negatively affecting your efficiency, effectiveness or productivity, is to recognise them.

The second step is to objectively evaluate whether you are gaining any benefits from these existing habits, that with the creation of new habits should be taken into consideration.

For example, if you find yourself habitually doing jobs yourself rather than investing the time in delegating them to others then that may be an unwanted habit for you. Objectively looking at it could reveal that in the short term it saves you time. You may feel you need to be doing things quickly often, but obviously over time this means your productivity takes a hit.

Unwanted Habit	Possible Benefits