## **Routines**

We all have our daily routines and habits, but how can we change these to improve our routines to improve our daily productivity and generally feeling that we are making progress towards our goals that we set ourselves.

## **Show Notes** (timings approximate)

- 00:00 Introductions.
- 01:00 The differences between rituals, habits and routines.
- 02:30 Routines.
- 04:50 Book: The Power of Habit: Why We Do What We Do, and How to Change Charles Duhigg.
- 06:30 To change your habits, start working on your routines.
- 08:45 Rituals.
- 14:00 Influences on daily productivity.
- 15:45 Using the same ideas to improve your home life as you use at work.
- 17:00 The 8th day of the week.
- 19:00 Incremental changes not revolutionary change.
- 21:00 Record your progress in your planner/journal.
- 24:00 Changing habits.

Also see: <u>Daily Routines and Habits of Highly Productive People</u>