



11 DAILY HABITS TO MAXIMIZE PERFORMANCE

Make every day count with these 11 HABITS that will make your productivity and performance soar!

1 PURPOSE

Live with purpose. Purpose is where passion, attention, and skill intentionally collide.

MAKE IT A HABIT: Specifically identify today's primary purpose. Write-down, or highlight, the one thing you will have accomplished that will enable you to say that "today was a success."

"Success demands singleness of purpose."

-Vince Lombardi

2 ENJOYMENT

Make time for enjoyment. Enjoyment is essential for long-term well-being.

MAKE IT A HABIT: Plan one thing on your calendar each day that fills your emotional tank.

"Enjoyment is an incredible energizer to the human spirit."

-John C. Maxwell

3 RISKS

Take risks. Greatness is born when we get outside our comfort zone.

MAKE IT A HABIT: Do one thing today, however small, that you have been afraid to do.

"Life is full of risks anyway; why not take them?"

-Lindsay Lohan

4 FOCUS

Focus on the now. Just like a child at play, we can maximize our productivity by being immersed in the moment. [When we're completely engaged in the task at hand, that's when we're able to reach a state of flow.](#)

MAKE IT A HABIT: Pick one task or project and designate how long you will focus on it, completely uninterrupted.

Remove anything from your desk or your office that could be distracting including your cell phone, email, and social media.

Each day, record the task, time, and a rating using numbers, stars, or smiley faces, so you can track your improvement.

"Drink your tea slowly and reverently, as if it is the axis on which the world earth revolves – slowly, evenly, without rushing toward the future."

-Thich Nhat Hanh

5 OPTIMAL PERFORMANCE STATE

Identify an optimal performance state. Whether we're an athlete, coach, or executive, we each have a physical, mental, and emotional state that enables us to perform our best.

MAKE IT A HABIT: Imagine a scenario when you performed your best.

Record what you acted like, felt like, and what you said to yourself.

Then, imagine a scenario when you performed your worst, and describe your associated behaviors, emotions, and thoughts. Use these indicators to self-diagnose future situations in which you are struggling to perform at your best.

Pick one characteristic of your best performance and intentionally include it in your day.

"The best moments usually occur when a person's body or mind is stretched to its limits in a voluntary effort to accomplish something difficult or worthwhile."

-Mihaly Csikszentmihalyi

6 RESILIENCE

Build resilience. We know challenges happen on a daily basis, so why not develop some "resilience tools" to prepare for them? [Check out this unbelievable story about developing resilience by climbing Mt. Everest!](#)

MAKE IT A HABIT: What is one challenging situation you anticipate encountering in the near future?

Create 2-3 strategies to meet the anticipated challenge head-on.

Reach out to a mentor or friend—someone who knows you well—for advice on strategies that would work well for you.

Continue to sharpen your resilience tools until it becomes a habit to use them.

"You may have to fight a battle more than once to win it."

-Margaret Thatcher

7 MEMORY STORAGE

Anchor positive experiences. Emotions are like a highlighter on the brain—they help us retain and recall key moments in our lives. That’s why it’s essential to anchor or “store” our positive experiences by attaching strong emotions to them.

MAKE IT A HABIT: Intentionally begin to develop an anchor to positive experiences, making them “1st person experiences.”

For example, when you hit a great tee shot on the golf course, hold your finish until the ball stops rolling, storing the shot, and then say to yourself, “I hit that.”

Or if you’re at work and someone gives you a compliment, don’t just brush it off; instead, hear it, listen to it, and thank the person for the compliment.

“Storing positive memories is a skill that can be learned.”

-Pia Nilsson & Lynn Marriott

8 ADJUST

Do, learn, and adjust. When striving to achieve a goal, we need to make the first step the easiest and the last step the most challenging, knowing that failure (aka, learning) is something we will experience along the way.

MAKE IT A HABIT: Pick a time-sensitive goal, or project, that is important to you, or your team.

Define your outcome, making it specific, measurable, and achievable.

Then, create five steps to achieve your achieving your goal and take the first step today.

Learn from your experience, and adjust the steps to your goal as needed until you achieve it! For more support, check out these [Adult Development Programs](#).

“Failure is another stepping-stone to greatness.”

-Oprah Winfrey

9 NO EXCUSES

Replace excuses with solutions. There’s always an excuse for everything. When we stop making excuses, we set ourselves free to become the best version of ourselves.

MAKE IT A HABIT: What is your most common excuse? (If you’re not sure, ask one of your friends or family members.)

Come up with a response that you will say to your yourself next time you use that excuse. Write down your response and place it in a visible location.

When you hear yourself making your old excuse, make a note of it and how you responded.

“Ninety-nine percent of the failures come from people who have the habit of making excuses.”

-George Washington Carver

10 CONTROL

Expend energy on things under your control. Most of the time we can do this by focusing on the process rather than the outcome.

MAKE IT A HABIT: Look at your calendar for today, and place a C (control), I (influence), or NC (no control) next to each task, meeting, project or objective.

Pick the most important item you placed a C next to, and list 2-3 processes you can control. Then focus all your time and energy on that item until it’s complete.

“I don’t worry about what other people are doing, and I don’t think about things I can’t control.”

-Annika Sorenstam

11 EFFICIENCY

Go slow to go fast. We equate efficiency with speed, but every race is not a sprint.

MAKE IT A HABIT: Before you dive into a project at your job or your practice session today, take a moment to pause and clearly define the objective(s), asking yourself what the most efficient approach would be.

“The slow philosophy is not about doing everything in tortoise mode. It’s less about the speed and more about investing the right amount of time and attention in the problem so you can solve it.”

-Carl Honore

Keep it simple by tackling one habit at a time, until each one is a part of your daily routine.