



# PERSONAL DEVELOPMENT CHECKLIST

Date

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## Breaking a Bad Habit

Eliminating bad habits can lead to healthier, more productive choices. Use this checklist to break free from unwanted behaviours and replace them with positive alternatives.

### Identify the Habit You Want to Change

- Be specific about the habit you want to eliminate and why it's important to change it.
- Example: "I want to stop procrastinating because it delays my goals."



### Understand the Root Cause

- Reflect on what triggers the habit and the underlying needs it fulfils.
- Tip: Keep a journal to track when and why the habit occurs.



### Set a Clear Goal

- Define your desired outcome and write it down.
- Example: "I will respond to emails immediately instead of leaving them unread."



### Replace the Habit with a Positive Alternative

- Find a healthier or more constructive behaviour to fulfil the same need.
- Example: Replace snacking out of boredom with drinking water or taking a walk.



### Create an Action Plan

- Outline specific steps to eliminate the habit and incorporate the replacement.
- Example: "When I feel the urge to scroll on social media, I'll read a book instead."



### Use Reminders and Visual Cues

- Place visual reminders in your environment to reinforce your new habit.
- Tip: Use sticky notes or set phone reminders to stay on track.





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### Limit Triggers

- Reduce exposure to situations or environments that encourage the habit.
- Example: If you're trying to quit smoking, avoid places where others smoke.



### Set Small Milestones

- Break your goal into smaller, achievable steps to maintain motivation.
- Example: "This week, I'll reduce my screen time by 30 minutes daily."



### Reward Yourself for Progress

- Celebrate each milestone to reinforce positive behaviour.
- Tip: Treat yourself to something enjoyable, like a favourite activity or small gift.



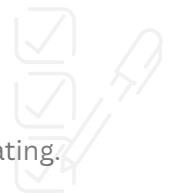
### Build Accountability

- Share your goal with a trusted friend, coach, or support group.
- Example: Check in weekly with an accountability partner to review your progress.



### Use Visualisation Techniques

- Picture yourself successfully breaking the habit and enjoying the benefits.
- Example: Imagine the energy and confidence you'll gain by exercising instead of overeating.



### Track Your Progress

- Keep a journal or use an app to monitor how often you succeed in avoiding the habit.
- Example: Mark an "X" on your calendar for every day you succeed.



### Learn from Setbacks Without Judgment

- Accept that occasional slips are part of the process and focus on moving forward.
- Tip: Reflect on what triggered the setback and adjust your strategy.



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## Breaking a Bad Habit

### Stay Patient and Persistent

- Remember that breaking a habit takes time and consistent effort.
- Tip: Focus on progress, not perfection, and celebrate small victories along the way.



### Replace Negative Self-Talk with Encouragement

- Be kind to yourself during the process and remind yourself of your resilience.
- Example: "I'm proud of the effort I'm making to change this habit."



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