Keystone Habits

Improving Your Time Management through Habit Building
What We'll Discuss

TOPIC OUTLINE

- What are Keystone Habits
- How to Form Keystone Habits
- Identify the Habit
- Create a Checklist
- Rinse & Repeat
Before We Begin

WHAT IS A HABIT?

An acquired mode of behavior that has become nearly or completely voluntary.

A key feature in habits is automation. Meaning, the behavior continues even after we stop thinking about it.
I TAKE 100% RESPONSIBILITY FOR EVERY CONDITION IN MY LIFE.

- DARREN HARDY
What are Keystone Habits?

Keystone is a term used widely to define the significance of one piece or component in a system of parts.

It is an important piece or habit that brings together multiple other habits.

Keystone habits are meant to provide a sense of small consistent victories, that establishes a routine, and triggers desirable changes.
Keystone habits are "small habits that people introduce into their routines that unintentionally carry over into other aspects of their lives."

- THE POWER OF HABIT
HOW TO FORM KEYSTONE HABITS

1. IDENTIFY THE HABIT
2. CREATE A CHECKLIST
3. RINSE & REPEAT
Food for Thought

PEOPLE DO NOT DECIDE THEIR FUTURES, THEY DECIDE THEIR HABITS AND THEIR HABITS DECIDE THEIR FUTURES.

- F.M ALEXANDER
BUILDING KEYSTONE HABITS

Identify the Habit
UNDERSTANDING THE PURPOSE
Identifying the Habit

WHAT DO YOU WANT TO ACCOMPLISH?
Develop a clear task that can turn into a continuous habit.

IDENTIFY THE GATEWAY
Understand that the keystone habit will be the gateway to other habits that will support and improve your overall progress.

BE PATIENT!
A University of London study shows that it takes, on average, 66 days before behavior becomes automatic. Waiting for the routine is important.
BUILDING KEYSTONE HABITS

Create a Checklist
TRACKING THE PROCESS
Create a Checklist

PURPOSE
The purpose of the checklist is to provide a step by step list to ensure that you perform the habit every single day without fail.

REMININDERS
Checklists create reminders and alerts the brain to new behaviors that will, with consistency, form habits.

KEEP IT SIMPLE
Keep your checklist simple and to the point. Use tools like daily alarms, planners, or phone apps to keep track of daily checklists.
BUILDING KEYSTONE HABITS

Rinse & Repeat

REPETITION THAT BREEDS ROUTINE
Rinse & Repeat

REPETITION
The hardest part about forming a habit is forming the habit. It takes constant repetition.

COMMITMENT
Commit 90 days of active engagement in the keystone habit. Do it everyday. If you miss one day, pick your keystone habit back up the next day.

MAKE THE EFFORT
Put in a 100% effort into your keystone habit. Building on one habit will create space for new and more supportive habits.
Motivation is what gets you started

Habit is what keeps you going
SIMPLE KEYSTONE EXAMPLE

IDENTIFY THE HABIT
Leave for class by 8:00 a

CREATE A CHECKLIST
Go to bed by 11:00 p
Set alarm for 6:30 a
Set back up alarm for 7:00 a

RINSE & REPEAT
Repeat everyday for the next 90 days
Keystone Habit Example

**DEVELOPING A MORNING ROUTINE**

**IDENTIFY THE HABIT**
Develop a morning routine
Leave for class by 8:00 a

**CREATE A CHECKLIST**
Cut off all electronics by 10:30 p each night
Go to bed by 11:00 p

**CREATE A CHECKLIST**
Set alarm for 6:30 a
Set back up alarm for 7:00 a
Set last alarm for 7:05 a

**CREATE A CHECKLIST**
Take a shower and get dressed
Eat breakfast
Be ready to leave by 8:00 a

**RINSE & REPEAT**
Everyday for the next 90 days
WE CAN'T SOLVE PROBLEMS BY USING THE SAME KIND OF THINKING WE USED WHEN WE CREATED THEM.

- ALBERT EINSTEIN
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