**Sticky Notes from Atomic Habits Workshop 2024**

**Exercise 1**

**Kanban board of habit goals – To Do, In Progress, Completed**

*Habits To Do*

* Master time management
* I want to be a step ahead of my internal customers when it comes to renewals. Habit: checking expirations report weekly.
* Update system documentation – identify type of doc needed, put it all in one place, hire staff
* “Go to” for my team. Habit: Add topic to my 1:1 that keep me abreast of team needs.
* I want to have more influence. Habit: I will meaningfully contribute to more strategic decision making.
* I want to be a team member who actively supports others. Habit: Check in with individuals once a week to find out their needs.
* Leader of a team of writers – Adopt structure approach to writing
* Project manager who efficiently wraps up projects when done – Habit: During project, clean up project files no longer needed, cold versions, etc.
* Be person who facilitates continuity of good business processes. Habit: Reach out to business process owners.

*Habits In Progress*

* I want to be a person who stays ahead of work demands. Habit: Spend time scheduling my tasks.
* Trusted to manage installs – Develop position and documented process for answering questions ahead of time.
* I want to be a fixer – some to go to for problem solving. Habit: Identify more opportunities for process improvement.
* Healthy individual who enjoys exercising regularly. Habit: At least 1X week go to Zumba class. Every day: go for a walk.
* Train staff to promote – one on one meetings, give assignments and follow up often
* Organize my to-do list – clean up office, combine lists
* I am planning to dedicate time on the week (Friday) to explore ideas for improvement
* Knowledgeable – Habit: Identify gaps and create plan to achieve (i.e., risk management)
* Being transparent and effectively communicating w/my internal customers. Habit: emails on the status of projects.
* Good delegator – Develop meeting + AI cadence to systematically get up oppys (opportunities??) to assign

*Habits Completed*

* Early PMP PDU Completion – Habit: Create strategy to complete PDUs in small increments.

**Exercise 4**

**Where can you reduce friction?**

* Data silos – track progress in one location; centralize resources/business information; make it accessible
* Lack of automation – automate manual work efforts that are repetitive
* Speak their language (i.e. SQL) – add value by bridging communications gaps
* Understanding your audience
* Prioritizing your stakeholders’ needs
* Getting decisions from management – ask one question at a time; show pros vs. cons
* Agree to reasonable estimates for task duration
* Make project exhibit updates more granular
* Clarify before work starts (open to questions)
* Weekly briefing schedule; create online sign-up sheet with deadline
* Get and stay organized (email and docs)
* Standardize project documentation processes and storage
* Posting docs to shared file location instead of emailing them. Results in less email for team.
* Calendar appointment reminders for monthly status reports with a link to the project folder or document.
* Make it easier to have meeting icebreakers or team building exercises: have a “toolbox” with examples, ideas and links.
* For every aspect of the project, have clear one or two objectives and how to achieve them
* Improve centralization of resources using SharePoint

**Exercise 6**

**How to get an immediate reward at work**

* Checking off tasks in To-doist
* Seeing time log totals in Toggl Track
* Transferrable skills – Add value at and outside of work
* Recognition at staff meeting
* Visible board (or online) where team members can easily add a “shout out” to recognize team member for some accomplishment
* Time for creative work and process improvements – improving time management skills
* If I’m writing a paper, every section I finish writing is a rewarding task – to the next task until I finish the whole paper.
* Using reactions in Team meetings, chats, and emails

**Exercise 8**

**How to recapture lost time (reduce distractions)**

* Close email; close Teams (no instant messages)
* Keep office door closed and keep cats out!
* Turn off text notifications and leave phone in the other room.
* Distraction – talking/chatter near desk: put headphones on and listen to background noise (noisesonline.com)
* Organize work area so it’s neat