THAT

HIGH

ACHIEVERS

HOW SMALL STEPS LEAD TO BIG SUCCESS

### Table Of Contents

COURSE INTRODUCTION	4
MODULE 1: UNDERSTANDING MICRO HABITS	7
DEFINING MICRO HABITS	7
THE POWER OF MICRO HABITS	9
WHY MICRO HABITS MATTER FOR HIGH ACHIEVERS	10
MODULE 1: IMPORTANT TAKEAWAYS	13
MODULE ONE - EXERCISES	14
EXERCISE 1: DEFINING YOUR MICRO HABIT	14
EXERCISE 2: VISUALIZING THE POWER OF MICRO HABITS	15
EXERCISE 3: CONNECTING MICRO HABITS TO BIG GOALS	16
MODULE 2: IDENTIFYING THE MICRO HABITS OF HIGH ACHIEVERS	18
TIME MANAGEMENT MICRO HABITS	18
CONTINUOUS LEARNING	21
HEALTH AND WELLNESS MICRO HABITS	24
RELATIONSHIP-BUILDING MICRO HABITS	27
MODULE 2: IMPORTANT TAKEAWAYS	30
Module Two – Exercises	31
EXERCISE 1: CRAFTING YOUR TIME MANAGEMENT MICRO HABIT	31
EXERCISE 2: ESTABLISHING A CONTINUOUS LEARNING MICRO HABIT	33
EXERCISE 3: IMPLEMENTING A HEALTH AND WELLNESS MICRO HABIT	35
EXERCISE 4: DEVELOPING A RELATIONSHIP-BUILDING MICRO HABIT	37
MODULE 3: IMPLEMENTING AND SUSTAINING MICRO HABITS	39
TRACKING PROGRESS	41
ADAPTING HABITS OVER TIME	45
MODULE 3: IMPORTANT TAKEAWAYS	48
MODULE THREE – EXERCISES	49
EXERCISE 1: STARTING SMALL WITH YOUR FIRST MICRO HABIT	49
EXERCISE 2: REFLECTING ON YOUR MICRO HABIT PROGRESS	50
EXERCISE 3: ADAPTING YOUR MICRO HABITS FOR CONTINUED GROWTH	51
MODULE 4: OVERCOMING MICRO HABIT OBSTACLES	53
COMMON CHALLENGES IN BUILDING MICRO HABITS	53
STRATEGIES FOR OVERCOMING SETBACKS	56
STAYING MOTIVATED OVER THE LONG TERM	58
Module 4: Important Takeaways	61

Module Four – Exercises	62
EXERCISE 1: IDENTIFYING YOUR MICRO HABIT OBSTACLES	62
EXERCISE 2: CREATING YOUR SETBACK RECOVERY PLAN	64
EXERCISE 3: SUSTAINING MOTIVATION THROUGH CELEBRATING SMALL WINS	66
CONCLUSION	67

# COURSE INTRODUCTION



Do you have an important goal you wish you would have accomplished by now? We all do. Time, indeed, does fly. Before you know it, the years have crept up on you, and many of the things you hoped to experience by now are still waiting to become a part of your life.

Why is this? You have lots of motivation. You have taken action and worked hard. You have the desire to realize your biggest dreams. If this is the case, why aren't you living your dream life instead of still chasing after it?

The answer is more than a lack of motivation or desire. It is often because we pursue our goals while focusing on the result.

This goal-achievement method might lead to frustration, procrastination, and a bad experience. However, you can create a positive experience in your personal and professional endeavors by focusing on the process rather than the goal you want to achieve. Take small steps and fit them into your routine. Consistent repetition can lead to significant results.

Those small steps are called micro habits, and they are the focus of this course.

**In Module 1: Understanding Micro Habits**, you will learn how small and simple actions can lead to big outcomes. The emphasis is on manageable habits that require little time and effort.

We also discuss micro habits' role in successful people's daily routines and how seemingly small and insignificant actions repeated over time lead to big achievements.

In **Module 2: Identifying the Micro Habits of High Achievers**, we expand on what you learned in the first module by sharing specific actions you can take to become more efficient with your time.

You will discover how dedicating a small amount of time daily to growing your knowledge base and skill set can positively impact many areas of your life.

We close out this module by giving you micro habits for health and wellness and for improving your relationships.

In **Module 3: Implementing and Sustaining Micro Habits**, you learn how to create these bite-sized life changing habits and sustain them over the long term.

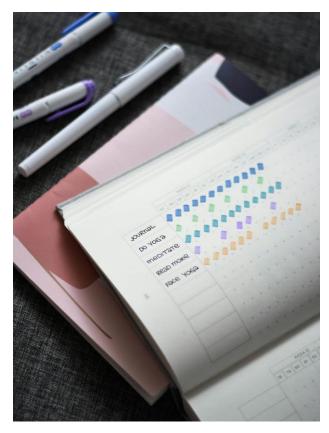
We give you methods for tracking your progress and overcoming inevitable setbacks on your habit formation journey.

In **Module 4: Overcoming Micro Habit Obstacles**, we'll help you identify and move past common obstacles you may face.

In this final module of your course, we'll also give you techniques for maintaining enthusiasm and motivation so you can harness the big power of small habits.

Let's begin by defining micro habits and discussing how they differ from traditional ones.

## MODULE 1: UNDERSTANDING MICRO HABITS



Large goals are commendable but rarely achieved. An estimated 85% to 90% of people who set New Year's resolutions give up within the first month.

When you set a new goal, you get excited and motivated. Your willpower provides plenty of energy to take big steps toward your goal. Unfortunately, willpower is like a muscle. If it's overworked, it has to rest.

You push so hard at the start that you burn out. It becomes tough to keep going. You tell yourself to push through, but each day, it gets harder to maintain

your momentum. You start skipping days and eventually only work on your goal occasionally. When your efforts dwindle, so do the results and your motivation.

This isn't to say you shouldn't set large goals. It simply shows that shooting out of the gate like a racehorse may not lead you to the results you seek. Instead, you want to take the micro habit approach, which gives you the ability to sustain your efforts.

### **DEFINING MICRO HABITS**

Rather than aiming for a long, uninterrupted meditation session, you begin by setting aside a single minute to focus on your breath.