



Habit Planning Toolkit

A step-by-step guide to aligning your goals, building sustainable habits, and navigating obstacles.

🎯 1. Clarifying Your Goals

Before building habits, you must define what you truly want and why.

Identify Your Goal

Use the SMART goal framework:

- Specific: What exactly do you want to achieve?
- Measurable: How will you know it's done?
- Achievable: Is it realistic?
- Relevant: Does it align with your values?
- Time-bound: What is your deadline?

Example: "I want to run a 5K in 3 months to improve my health and confidence."

💡 2. Connect with Your "Why"

Understanding *why* you want a goal makes habits easier to stick to.

Ask Yourself:

- What will this goal give me emotionally?
- How will my life improve if I achieve it?
- What would it mean if I *don't* follow through?

Example: "Running regularly helps me feel strong, reduces anxiety, and boosts my mood."

3. Turn Goals into Habits

Break down your big goal into small, daily actions.

Goal	Habit Action	Frequency
Run a 5K	Walk/jog for 10 minutes	3x/week
Build mindfulness	Meditate for 2 minutes after breakfast	Daily
Save \$1,000 in 4 months	Transfer \$10 to savings after every payday	Biweekly

Use habit stacking to integrate it into your routine:

"After I [current habit], I will [new habit]."

4. The Habit-Building Formula

1. Cue: A trigger to initiate the habit (e.g., "After brushing my teeth").
2. Routine: The habit action itself (e.g., "stretch for 3 minutes").
3. Reward: Immediate or internal reinforcement (e.g., "feel relaxed and accomplished").

Template:

I will [habit] at [time] in [location] because [benefit].

5. Anticipating Obstacles & Distractions

Even with motivation, life happens. Prepare for setbacks.

Common Barriers

- Time constraints
- Fatigue or low motivation
- Forgetting the habit
- Negative self-talk

👉 Coping Strategies

Obstacle	Strategy
Too tired to exercise	Commit to 2 minutes of movement (minimum dose)
Forgetting habit	Use cues, alarms, or habit stacking
Lack of motivation	Reconnect with your "why" or visualize benefits
Busy schedule	Anchor the habit to an existing routine
Negative self-talk	Use compassionate self-talk and affirmations

🧠 6. Building a Supportive Environment

Your surroundings can make or break a habit.

- Make it obvious: Place visual cues (e.g., book on your pillow).
- Make it easy: Lay out workout clothes, prep meals, etc.
- Reduce friction: Delete distracting apps, keep tools nearby.
- Add accountability: Tell a friend or track progress publicly.

📅 7. Weekly Habit & Goal Planner Template

Goal	Daily Habit	Cue/Trigger	Time	Notes/Barriers
Improve fitness	10-min walk	After lunch	1:00 PM	Rain? Walk indoors
Reduce stress	5-min breathing	Before work	8:45 AM	Use Calm app for guidance
Drink more water	1 glass after waking	Alarm label on phone	7:30 AM	Keep water bottle bedside
Save money	Log spending	After dinner	6:30 PM	Use budget tracking app



The little things add up

- Saving \$8 per day = \$3000 per year
- Reading 15 pages per day = 25 books per year
- Walking 10,000 steps per day = 70 marathons per year
- Waking up 1 hour earlier everyday = 365 extra hours per year

Never underestimate the power of small habits!

8. Track Progress and Adjust

Track your consistency—not perfection.

- Use a habit tracker (digital or paper).
- Celebrate small wins.
- Reflect weekly: *What worked? What didn't? Why?*
- Adjust rather than abandon: Flex your habit to fit your current season.

9. Use the Rule of Threes: Habit Timeline

◆ 3 Days – Initiation

- Goal: *Just show up.*
- Feelings: Unfamiliar, awkward, might forget or question why you're doing it.
- Success: You do *any* version of the habit for 3 days.

◆ 3 Weeks – Formation

- Goal: *Find rhythm and routine.*
- Feelings: Habit becomes easier, but some days will test you.
- Success: You've built consistency (not perfection). Miss a day? Get back on track.

◆ 3 Months – Integration

- Goal: *Identity shift.*
- Feelings: It feels automatic. You begin to *own* the habit.
- Success: It's part of who you are. You plan *around* your habit, not the other way around.

10. Tools, Books & Apps

Books

- *Atomic Habits* – James Clear
- *Tiny Habits* – BJ Fogg
- *The Power of Habit* – Charles Duhigg
- *The One Thing* – Gary Keller

Apps

- Login.breehealth.com
- Habit Tracker (iOS/Android)
- Coach.me
- Streaks
- Notion templates for goal + habit tracking
- Trello or Google Sheets for customizable trackers

11. Final Encouragement

Realistic habit planning is about:

- Progress, not perfection.
- Flexibility, not rigidity.
- Self-awareness, not self-judgment.

 *"You do not rise to the level of your goals, you fall to the level of your systems." – James Clear*



- Coaching & Counseling Services
- Solutions Paths
- 100% HIPAA Compliant
- 1-800-EAP-CALL
- login.breehealth.com
- Mobile App: Bree Health