**Habits and Routines for Work**

Starting a new job is exciting! It may also feel nerve-wracking to think about the new tasks and responsibilities that you will need to stay on top of. Creating good habits now allows you to create meaningful routines for your workday, ensuring that you are set up to perform your job to the best of your ability!

Activity:

Consider the different tasks you may need to complete while in your role, for instance, you may need to log your hours in a time sheet, manage your email inbox, attend various meetings throughout the day, etc. Based on your understanding of the job, what are the recurring tasks that you expect to be responsible for? Note: this list may grow/change as you get more familiar with the job!

*Creating Habits & Routines*

In order make these recurring tasks a part of your normal routine, it is helpful to get specific about *when* and *how* you plan to do them. Research also tells us that anchoring new actions (new habits) to existing actions that you already do (old habits) and rewarding yourself for success are other effective ways to solidify a new routine (review this [habit plan](https://www.therapistaid.com/worksheets/habit-plan) for more information).

For example, say that you enter the workplace every day at 7:59am on the dot. If entering information into a time sheet is a new habit for you, consider anchoring the new habit to the old one that you already have down so it looks like this: *after I enter the workplace at 7:59am, I will fill out my time sheet immediately (before I begin other work).*

Make a list, below, of the specific habits that you would like to have in your new role (1st column) and then get specific about whenyou will do that habit (2nd column) thinking either about a specific time *or* an existing habit that you will anchor to.

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| **New habit** | **When I will do it** |
| *Example: Checking my calendar for meetings so that I know where I need to be throughout the day.* | *After I arrive at my desk each day, I will spend 5 minutes reviewing my daily calendar and making a note of the timing and purpose for each meeting that I need to attend.*  |
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