

A Process to Change a Habit or Eliminate a Problem

This table shows two processes using similar concepts. One is to change a personal habit in one's life and the second one show the steps to eliminate a performance issue or problem at work. The purpose of this comparison is to demonstrate that these basic principles can be applied in almost every aspects of one's life.

Step	Changing a Habit	Eliminating a Problem
1	Write down the habit you want to change.	Prioritize Abnormal States, Select an Issue to address and team champion
2	Write the Date down when you start your new habits and mark 21 days following the date you start the change.	Select relevant process to clearly identify state and scope of problem
3	Find someone to hold you accountable and who will encourage you to make the change	Describe all possible causes through helpful facts and subject matter experts, define root causes.
4	Execute the plan change every time it occurs during the day. Pre-think and visualize yourself doing the new habit when you are about to face a situation requiring you to act differently.	Develop an effective workable solution and action plan by ranking solutions, and process changes, set targets for improvements
5	Execute Plan	Implement process changes
6	Repeat plan over and over for 21 days. When you fail to perform the change, walk back through the situation using the new habit. This is a great time to get reinforcement from your accountability partner. Determine if this habit is now being done naturally without really thinking about the activity.	Review and evaluate the results of the change. Team members should be actively participating in verifying the data and results and listing what has been learned.
7	Once the change is engrafted within you, reward yourself and look for the next area to improve your performance and Quality of Life	Analyze the learning's, recommend changes, standardize activities, and celebrate success