

# Module 7 :: The Habit Foundation

## Insights + Actions Summary

*This program contains one  
Professionalism Hour.*



McMillan LLP  
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## Module 7 :: Insights

Welcome to **Week 4** of **Module 7 : The Habit Foundation, Aggregated Insights + Actions Summary**. Here we capture what you've shared with us and with one another throughout the Module. These summaries are aimed at *application, acknowledgement and accountability*

This is your **seventh** Insights Summary. On the following pages you'll find all of the insights and actions shared by you and your cohort colleagues.

As always, you do not need to limit your insights and actions relating only to the current Module. The concepts and ideas we work with benefit from time and reflection, and we often find that topics raised at an earlier stage of the program are the subject of actions and insights later in the program. That is something we welcome because it shows that the ideas are taking root in your minds and you are reflecting and acting upon them in a longer term context.

As with the **Learning Guide** you received in Week 2, we encourage you to read this Summary over a couple of times and save it for future reference as you continue through the Program. Often, insights continue to deepen as time goes on, and it might prove useful to you to reflect back on these and others in the coming months.

We hope you find this summary, well, insightful! And we hope it helps you to stay connected to, and take action around, the material we presented in **Module 7 :: The Habit Foundation**.



## Habits :: Insights

As always, we asked you to share your *Insights* in connection with **Module 7 :: The Habit Foundation**. The prompt we used was this:

**Share One Insight:** Tell us about one ‘sticky’ or significant thought or idea that you had arising out of any aspect of this Module. Whether from the **Learning Session (Week 1)**, **the Learning Guide (Week 2)**, or **Coach’s Corner (Week 3)**.

We also ask in the Coach’s Corner session for your *experience* with the Activity and Challenge given in the **Learning Guide (Week 2)**. **The Challenge and Activity for this Module were:**

**Activity: Deconstruct a Desired Habit** - Identify what this habit will do for you, and how you can use the habit loop and key tools to begin to create/strengthen this habit.

**Challenge: Implement a ‘Pro Tip’** - To create or strengthen a habit, can you a) create a community; b) set a routine/system; c) maximize through repetition and reward; or d) align the habit with your larger vision/purpose

Here’s what you shared:

Supporting the habit of reaching out/keeping connected by engaging assistant to randomize my contact list so I reach out to people in a more creative way, and so that I’m accountable to keeping this habit

Collaboration as a habit in BD: seek opportunities to do BD together, be a contributor, whether internal or external to the firm. It’s easy to be a lone wolf but creating a habit around collaboration allows for more/more effective BD when shared among others.

Creating a habit that has positive impacts for the team or client is motivating to keeping that habit - for example, document management habits that manage the document flow, standardize filing in the file system to make it easier to find, naming protocols, etc., make it easier to cover holidays, onboard new staff, or make client service more efficient

I’m setting up pre-populated docket items that repeat often, so I just have to fill in the time - not the details

There's a 'nudge' effect of being accountable to others when you're creating a habit

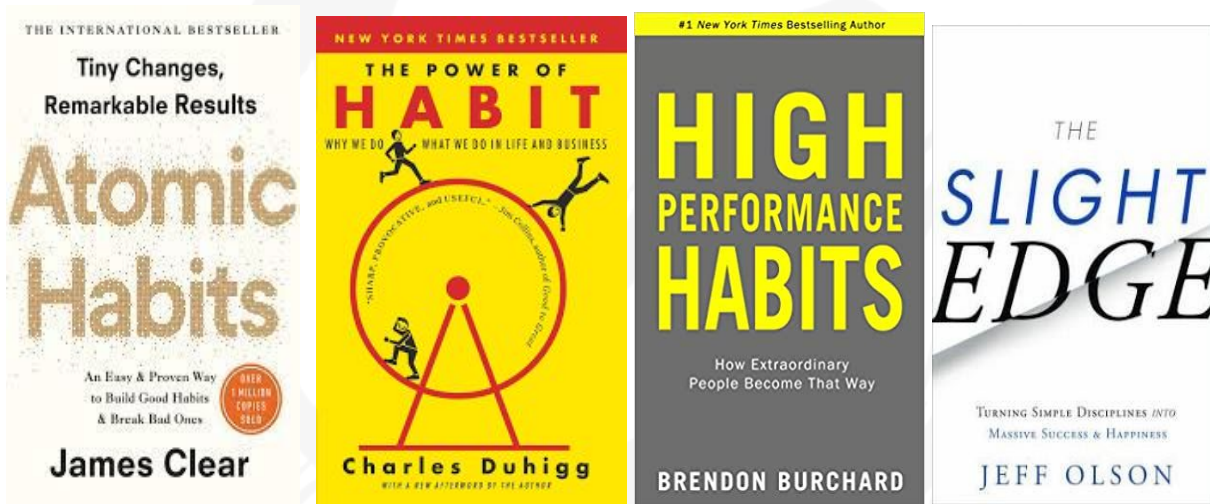
TIP: Try 'closing out the day' with a series of short actions (habits), including releasing the time, reviewing tomorrow's urgent to-dos, quick end/ set up for next, OR "eat the frog first" - try starting the day cleaning up the admin work and setting the day's priorities.

# Habits :: Resources

Want to learn more about Habits? Here are some of our favourite resources.

**Reminder:** Reading and listening to audiobooks and podcasts are **Keystone Habits!**

## Books:



## Videos:

- [1% Better Every Day - James Clear at ConvertKit Craft + Commerce 2017](#) (James Clear)
- ["EVERY BILLIONAIRE Uses These SUCCESS HABITS To Achieve Their GOALS" | James Clear & Lewis Howes](#) (James Clear on Lewis Howes)

## Podcast:



[Habits of Success Podcast](#)

## Habits :: Completing the Module

Congratulations on successfully completing **Module 7!** This is the seventh of ten modules that you'll be participating in throughout the Path to Equity Program, and we hope you enjoyed the experience.

As always, we welcome your thoughts and feedback on how we might have improved this Module, or how we can make improvements on future Modules in the program.

If you'd like to email us with any thoughts, feedback, praise or suggestions, please do so by reaching out to [jane@southren.ca](mailto:jane@southren.ca)

See you in **Module 8 :: High Impact Activities.**

