

# Build Habits that Stick!

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*LinkedIn Learning Challenge*



## REFLECTION GUIDE



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# Welcome to the LinkedIn Learning Challenge

The modules are designed to help you empower yourself in 2 to 5 minutes a day. Complete them daily, weekly, or all at once, whatever fits your schedule. Use this reflection guide to capture key messages as you navigate this learning journey.

**Build Habits that Stick!**  
Discover new lessons every day which can be completed in around 5-10 minutes.

**LinkedIn Learning**

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Activity:</b> Update the "Skills I'm Interested in" section within your preferences</p>	<p><a href="#">Nano Tips to Foster a Growth Mindset</a> (39s)</p>	<p><b>Activity:</b> Set your weekly learning goal within LinkedIn Learning and schedule on your Outlook calendar</p>	<p><a href="#">Achieving Your Goals</a> (2m 22s)</p>	<p><a href="#">Strategy for Success: Make It Convenient</a> (1m 29s)</p>
<p><b>Activity:</b> Set a goal for something personal or professional you'd like to learn by this time next year</p>	<p><a href="#">Positive Thinking Skills</a> (4m)</p> 	<p><b>Activity:</b> Email your manager the name of one LinkedIn Learning course you're interested in taking</p>	<p><a href="#">Balancing the Technology in Your Life</a> (1m 42s)</p> <p><a href="#">Understanding the Three Principles of Productivity</a> (2m 12s)</p>	<p><a href="#">One-Minute Morning Habit</a> (2m 11s)</p>
<p><a href="#">One-Minute Habit for Continual Learning</a> (2m 19s)</p>	<p><a href="#">Build Resilience Through Mindful Appreciation</a> (2m 44)</p>	<p><b>"Motivation is what gets you started. Habit is what keeps you going."</b></p>	<p><b>Activity:</b> Recommend a course or video to a colleague or teammate</p>	<p><a href="#">Focus and Work</a> (3m 12s)</p>
<p><a href="#">Master What You Can Control and Then Let Go of the Rest</a> (2m 58s)</p>	<p><a href="#">Plan Three Things a Day</a> (1m 48s)</p>	<p><a href="#">The Circle of Awareness</a> (3m 49s)</p>	<p><b>Reflection:</b> What were your key takeaways from the Learning Habits challenge? Complete the CLHR Challenge form and share your learning for an entry in the Challenge Raffle.</p>	

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## Getting Started

### Activity 1: Skills I'm Interested In...

- Communication
- Decision Making
- Microsoft Office
  - Word
  - Excel
  - PowerPoint
- Time Management
- Managing Others
- Presentation Skills
- Giving Effective Feedback
- Organization techniques
- Other

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## *Nano Tips to Foster a Growth Mindset and Mental Agility Video*

Next time you hear yourself sharing (or thinking) a limiting statement, add the word 'yet' to the end to remind yourself that growth is possible.

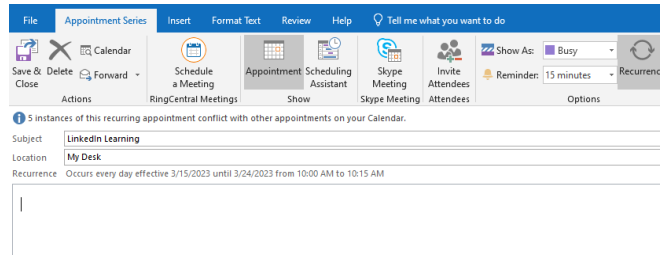
For example:

- I can't do this – **yet**.
- I can't get this to work – **yet**.
- I can't learn how to code – **yet**.
- I can't lead this team through change – **yet**.

How will I tap into the power of '**yet**'?



## Activity 2: Set your weekly learning goal within LinkedIn Learning and schedule it on your Outlook calendar.



### *Achieving Your Goals Video*

1. List the things you want

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2. Circle the most important item on the list
3. Identify the goals you need to get there

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**Activity 3: Set a goal for something personal or professional you'd like to learn by this time next year**

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*Positive Thinking Skills Video*

My daily positive affirmation:



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Reflective journaling questions to ask yourself:

- What happened?
- What went through your mind first?
- What feelings came up?
- What made this eventful?
- What was good or bad about the experience?
- Why do you think things went that way, good or bad?
- Is there something you can do differently next time?
- What did you learn?
- If this happens again, how will you act differently?

#### **Activity 4: Email your manager the name of one LinkedIn Learning course you're interested in taking**

Course name: \_\_\_\_\_

Date emailed: \_\_\_\_\_

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## Balancing the Technology in Your Life Video

Create a digital-free zone. Block off 15-minutes this week to take a quick break.

Day/Time: \_\_\_\_\_

## Understanding the 3 Principles of Productivity Video

What are your MVA's (Most Valuable Activities)?

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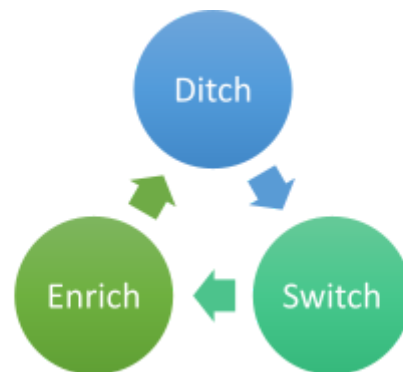
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## One Minute Morning Habit Video

**Ditch** - Unhelpful thoughts weighing you down

**Switch** - To something more positive by asking yourself, "What's the most important thing to accomplish today that will move me towards my goals"

**Enrich** – Commit to action





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## *One Minute Habit for Continual Learning*

What will I learn this week to advance:

My career

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My cause

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My curiosity

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## *Build Resilience Through Mindful Appreciation Video*

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## ***Focus and Work Video***

Keys to Success:

- The optimal length of time to work intensely and efficiently without a break is about 30 minutes.
- Reevaluate your schedule and divide your day into shorter 20-to-30-minute work sessions.
- Always have a specific objective in mind for each work segment. Write this down in your calendar or state this to yourself before you begin to work.
- Finally, after you finish your work session, refresh, refocus, and go.
- When you take a break, stretch, stand up, roll your neck, or take a few deep breaths

### **Activity 5: Recommend a course or video to a colleague or teammate**

Course name: \_\_\_\_\_

Colleague: \_\_\_\_\_

Date emailed: \_\_\_\_\_

**"Motivation is what  
gets you started.  
Habit is what keeps  
you going."**

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### ***Master What You Can Control Video***

- Shift your mindset to understand that your stated goal is not your real goal.
- Identify what's within your control.
- Prioritize that list of things that are within your control.
- Write down two next tactical steps for each priority.
- Put it in your calendar and do it.

### ***Plan Three Things a Day Video***

### ***The Circle of Awareness Video***

## **Reflection**

What were your key takeaways from the Build Habits that Stick challenge?

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## **Congratulations!**

Congratulations on taking part in the Build Habits that Stick! challenge. Learning to be productive is a truly valuable way to set yourself up to reach your goals. Well done!

