Build Habits that Stick!

LinkedIn Learning Challenge
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.

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<td>Activity:</td>
<td><strong>Nano Tips to Foster a Growth Mindset</strong> (2m)</td>
<td>Activity: Set your weekly learning goal within LinkedIn Learning and schedule it on your Outlook calendar</td>
<td><strong>Achieving Your Goals</strong> (2m 26s)</td>
<td><strong>Strategy for Success</strong></td>
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<td>Update the &quot;Skills I'm interested in&quot; section within your preferences</td>
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<td><strong>Making It Convenient</strong> (4m 35s)</td>
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<td>Activity:</td>
<td><strong>Creative Thinking Skills</strong> (4m)</td>
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<td><strong>Balancing the Technology in Your Life</strong> (1m 47s)</td>
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<td>Set a goal for something personal or professional you'll be able to learn by this time next year</td>
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<td><strong>Understanding the Three Principles of Productivity</strong> (1m 53s)</td>
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<td><strong>One-Minute Habit for Continual Learning</strong> (1m 34s)</td>
<td><strong>Build Resilience Through Mindful Appreciation</strong> (5m 14s)</td>
<td>&quot;Motivation is what gets you started. Habit is what keeps you going.&quot;</td>
<td><strong>Focus and Work</strong> (4m 14s)</td>
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<td><strong>Master What You Can Control and Then Let Go of the Rest</strong> (3m 52s)</td>
<td><strong>Plan Three Things a Day</strong> (6m 49s)</td>
<td>Reflection: What were your key takeaways from the Learning Habit challenge? Complete the CRR Challenge form and share your learning for anonymity in the Challenge Raffle.</td>
<td><strong>One Minute Morning Habit</strong> (1m 14s)</td>
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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
**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

2. Circle the most important item on the list

3. Identify the goals you need to get there
Activity 3: Set a goal for something personal or professional you'd like to learn by this time next year

Positive Thinking Skills Video

My daily positive affirmation:
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: ____________________________________________
**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)?

____________________________

____________________________

____________________________

**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
One Minute Habit for Continual Learning

What will I learn this week to advance:

My career

My cause

My curiosity

Build Resilience Through Mindful Appreciation Video
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."
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?
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!