The Power of Habit Online
Group Discussion Guide

Contents

* Indicates pages containing group leader instruction not designed to share as a presentation slide

Instructions for Group Leaders

Welcome to Blended Learning Resources for group leaders. This program requires a nine- to eleven-hour time commitment for leaners to complete. It consists of four group sessions (virtual or face-to-face) as well as individual assignments. But don't worry about teaching the course—the online training does that for you. As the group leader, your role is simply to create social learning opportunities in the group sessions. These will help deepen and reinforce what group members learn in the online training.

In this document, you'll find everything you need to manage the training from start to finish. Each group session outlined here includes four sections to help you prepare and lead discussions. The first section, Group Leader Notes, is just for you, but the other sections are presentation slides you can share in your group sessions.

Resouces in This Guide

1. **Group Leader Notes:** Explains how you can prepare for and lead the group session

2. **Review:** A short summary of what team members should have learned from their individual assignments

3. **Discuss:** Questions for you to ask

4. **Next:** Overview of assignments learners should complete before your next group session

Presentation Slides

Two-Week Schedule

This program is designed to be completed over a two-week period, but you can adapt it to shorter or longer schedules as needed.

Week 1	
Mon	Group session 1 (see pp. 5–12)
Tue & Wed	Learners complete individual assignments
Thu	Group session 2 (see pp. 13–20)
Fri	Learners complete individual assignments

Week 2	
Mon	Group session 3 (see pp. 21–27)
Tue & Wed	Learners complete individual assignments
Thu	Group session 4 (see pp. 28–34)

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THE POWER OF habit™

Group Session 1

Group Leader Instructions

SESSION 1

Group Leader Notes

Session Length: 60 minutes
Prep Time: 15–20 minutes

Purpose

To get your group members excited about learning the Power of Habit skills, to clarify what the online learning journey looks like, and to explain what it will require

Prep Checklist

❏ Email calendar invites for all group sessions to learners.

❏ Make sure you have the registration link to the online training site (you should receive this from your senior client adviser when you order licenses for each learner).

❏ Review the presentation slides and decide which content you'll share and which questions you'll ask.

❏ Review the online course so you're prepared to demo it for your learners.

❏ Set clear expectations beforehand that your learners should attend each group session and complete all assignments.

SESSION 1

Group Leader Notes

Session Length: 60 minutes
Prep Time: 15–20 minutes

Purpose

To get your group members excited about learning the Power of Habit skills, to clarify what the online learning journey looks like, and to explain what it will require

Review

- Since learners haven't completed any assignments to review, take five to ten minutes to define the goal of the course and review the lessons from the course. Consider speaking to these topics:

  - The reasons you're implementing this skill set now

  - Skills you see as especially applicable for the team/organization

### Discuss

Discuss the questions on the slide.

Next

- Provide the registration link for the online course and ask learners to register (registering is quick and easy).

- Share your screen and provide a brief tour of the online course if necessary.

- Assign learners to complete online lessons 1–4 before the next group session (Start Here, The Lag, The Habit Loop™, Routines). The assignment should take 1.5–2 hours to complete.

Attention! Use the next page as the first slide of your Session 1 presentation.

Group Session 1

Presentation
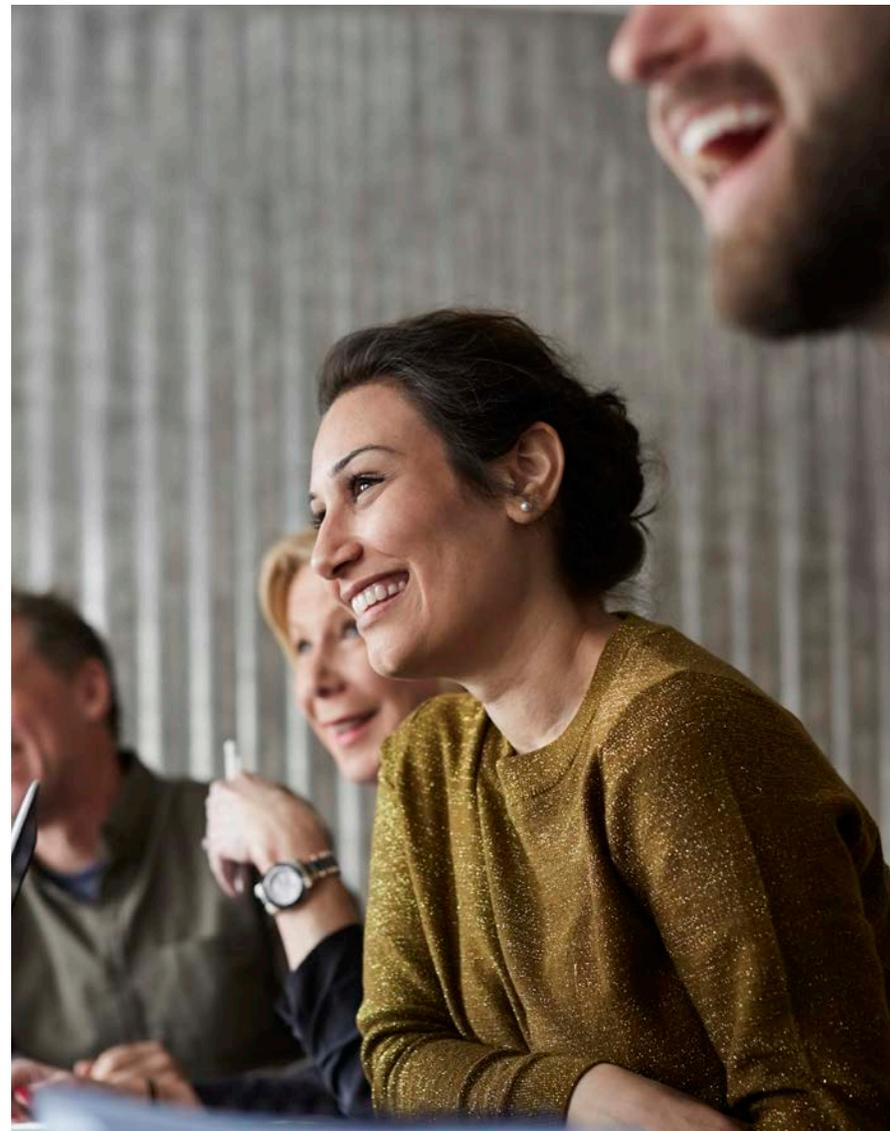
Review

What Is the Power of Habit?

Habits contribute more to our success than almost anything else. When we understand and harness the science of habits, we can unleash our full potential.

Review

Lesson Overview

1. **Start Here:** Discover why habits matter and how to navigate the course.

2. **The Lag:** Identify which areas of your work and life are lagging behind your hopes and expectations .

3. **The Habit Loop:** Discover the science of habits and what makes them work.

4. **Routines:** Create routines you can actually do.

5. **Cues:** Learn how to use cues to automatically trigger you into effective routines.

6. **Rewards:** Identify and utilize the right rewards that make habits more desirable.

7. **ROI:** Give rewards more power and utilize rewards that already work.

8. **Experimentation:** Adjust along the way through experimentation.

9. **Repetition:** Make habits stick over the long run.

10. **Finish Up:** Make plans for your new habit.

Discuss

What are some of new habits we need to adopt to be successful in our current situation?

What are the costs if we don't adopt those new habits?

⊙ Next

- **Log in to the online course.**

- **Complete the following lessons before our next group session:**

  – Lesson 1: Start Here

  – Lesson 2: The Lag

  – Lesson 3: The Habit Loop

  – Lesson 4: Routines

Group Session 2

Group Leader Instructions

SESSION 2

Group Leader Notes

Session Length: 60 minutes
Prep Time: 15–20 minutes

Purpose

To make sure your learners completed their assignment (Start Here, The Lag, The Habit Loop, Routines) and to discuss how and where they would apply those skills

Prep Checklist

The day before the session:

❏ Send a reminder email to complete online lessons 1–4.

❏ Review the presentation slides and decide which content you'll share and which questions you'll ask.

❏ Group leaders with administrator access can log in at training.vitalsmarts.com to view learner activity reports, as well as observe what learners are saying by reading course discussion feeds.

SESSION 2

Group Leader Notes

Session Length: 60 minutes
Prep Time: 15–20 minutes

Purpose

To make sure your learners completed their assignment (Start Here, The Lag, The Habit Loop, Routines) and to discuss how and where they would apply those skills

Review

The goal is to not reteach what they learned on their own. Instead, give a high-level summary of each lesson from the assignment. Ask a few people to share the insights or skills they found helpful.

Discuss

Discuss the questions on the slide.

Next

Assign learners to complete online lessons 5–7 before the next group session (Cues, Rewards, ROI). The assignment should take 2–3 hours to complete.

Attention! Use the next page as the first slide of your Session 2 presentation.

![The Power of Habit logo]

Group Session 2

Presentation

Review

The Lag

The lag is the time between when we want or need to change and when we actually change. Being able to change habits is the key to achieving desired outcomes. When we know how to change and develop habits, we can adapt to any circumstance.

Review

The Habit Loop

Before you can change a habit, you must understand what a habit really is. A habit is made up of three parts: cue, routine, reward.

Routines

When you design a habit, you start with the routine. You must ask yourself, "What is the action or behavior I want to do?" Making a routine small and specific increases the likelihood that you'll actually do it.

Discuss

The Lag

What are some of the lags we're experiencing in our team or organization? What has the cost been?

The Habit Loop

• **Now that you understand the habit loop, how did that change the way you think about habits?**

• **What are some ways we can apply the habit loop to our team culture?**

Discuss

Routines

What are some examples of habits we don't engage in as often as we should because we haven't made them small and specific enough?

Next

Complete the following lessons before our next group session:

– Lesson 5: Cues

– Lesson 6: Rewards

– Lesson 7: ROI

Group Session 3

Group Leader Instructions

SESSION 3

Group Leader Notes

Session Length: 60 minutes
Prep Time: 15–20 minutes

Purpose

To make sure your learners have completed their assignment (Cues, Rewards, ROI) and to discuss how and where they would apply those skills

Prep Checklist

The day before the session:

❑ Send a reminder email to complete online lessons 5–7.

❑ Review the presentation slides to decide which content you'll share, which questions you'll ask, and how you'll facilitate practice.

❑ Group leaders with administrator access can log in at training.vitalsmarts.com to view learner activity reports, as well as observe what learners are saying by reading course discussion feeds.

SESSION 3

Group Leader Notes

Session Length: 60 minutes
Prep Time: 15–20 minutes

Purpose

To make sure your learners have completed their assignment (Cues, Rewards, ROI) and to discuss how and where they would apply those skills

Review

The goal is to not reteach what they learned on their own. Instead, give a high-level summary of each lesson. Consider asking a few people to share the insights or skills they found helpful.

Discuss

Discuss the questions on the slide.

Next

Assign learners to complete online lessons 8–10 before the next group session (Experimentation, Repetition, Finish Up). The assignment should take 1.5–2 hours to complete.

Attention! Use the next page as the first slide of your Session 3 presentation.

Group Session 3

Presentation

Review

Cues

Cues invite us into our habits—often without us even knowing it. They come in six categories:

- **PLACES:** Where am I?

- **TIMES:** What time is it?

- **PEOPLE:** Who else is around?

- **OBJECTS:** What item or thing do I see or experience?

- **THOUGHTS and FEELINGS:** What am I experiencing?

- **PRECEDING EVENTS OR HABITS:** What action preceded the urge?

Review

Rewards

Every habit, good or bad, has a reward. However, we often aren't aware of the rewards that reinforce our habits or why they reinforce them. The most powerful rewards are emotional and are based on our master scripts. As you learn to recognize the stories behind your master scripts, you can better identify what it is that rewards you—and then build better habits.

ROI

Although story and emotion are the foundations of rewards, there are ways you can increase their power. Make your reward clear and tangible by giving it ROI. A reward with ROI is: ritualized, obvious, and immediate.

Discuss

Cues

- What are some ways we see cues "inviting" us into habits we don't want?

- How can we better utilize cues to resist bad habits and encourage good habits?

- How do cues manifest themselves at home versus at work?

Rewards

What did you learn about rewards that you didn't understand before?

ROI

What did you find helpful from the strategy of giving your rewards ROI (making them ritualized, obvious, and immediate)?

▶ Next

Complete the following lessons before our next group session:

– Lesson 8: Experimentation

– Lesson 9: Repetition

– Lesson 10: Finish Up

Group Session 4

Group Leader Instructions

![Group Leader Notes icon]

Group Leader Notes

Session Length: 60 minutes
Prep Time: 15–20 minutes

Purpose

To make sure your learners have completed their assignment (Experimentation, Repetition, Finish Up) and to discuss how and where they would apply those skills

Prep Checklist

The day before the session:

❑ Send a reminder email to complete online lessons 8–10.

❑ Review the presentation slides to decide which content you'll share, which questions you'll ask, and how you'll facilitate practice.

❑ Group leaders with administrator access can log in at training.vitalsmarts.com to view learner activity reports, as well as observe what learners are saying by reading course discussion feeds.

SESSION 4

Group Leader Notes

Session Length: 60 minutes
Prep Time: 15–20 minutes

Purpose

To make sure your learners have completed their assignment (Experimentation, Repetition, Finish Up) and to discuss how and where they would apply those skills

Review

The goal is to not reteach what they learned on their own. Instead, give a high-level summary of each lesson. Consider asking a few people to share the insights or skills they found helpful.

Discuss

Discuss the questions on the slide.

Next

- Explain how much time remains for learners to access the online content.

- Schedule ongoing learning by assigning specific lessons to review each week or month. Ask people to share their insights in weekly meetings.

- Set up an achievement board or an online "Ring the Bell" page where people can post successes and questions.

- Inform them they can access the after-training site even once their online training access has expired: vitalsmarts.com/resource/after-training-the-power-of-habit.

Attention! Use the next page as the first slide of your Session 4 presentation.

Group Session 4

Presentation

Review

Experimentation

Turn bad days into good data. In the quest for habit change, a bad day isn't a personal failure, it's a learning opportunity. So don't beat yourself up. Instead, recognize that your bad day is a rich source of good data. Try to see yourself as both the scientist and the subject.

Repetition

It takes time to build a habit because you are literally rewiring your brain. As you repeat a new behavior, your brain forges new neural pathways and makes new connections. The more you repeat an action, the stronger and deeper those pathways become. Through repetition, a routine that was once difficult can become nearly automatic.

Discuss

Experimentation

What are your plans to experiment with a new habit?

Repetition

What is your personal experience with repetition in terms of making a habit automatic?

Next

- **Continue to learn in the online course.**

- **Visit the post-training site:**
  vitalsmarts.com/resource/after-training-the-power-of-habit/

- **Share best practices.**

- **Celebrate successes.**

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