

Habitualize / GAP

There are nine steps to Habitualize:

1. Block out fixed commitments on your schedule.
2. Replace your “mourning” routine.
3. Bracket your day.
4. Block other commitments.
5. Find open areas.
6. Schedule your goals.
7. Create tasks.
8. Chunk multiple tasks.
9. Create energy.

Before you can Habitualize, you need to download the Goal Action Plan (GAP) template at other8.com. The GAP is a scheduling system that will help you Habitualize and will, quite literally, help you close your gaps.

Even if you already use a calendar or scheduling system such as Outlook or Day Planner, I’ve found using this template is the best way to Habitualize. Once you’ve gone through this process, you can easily migrate your results over into the calendar/scheduling system you currently use. But I recommend you use the template now to get started.

1. Block out fixed commitments on your calendar.

Wouldn’t it be great if we completely controlled our schedules? If it weren’t for commitments and responsibilities, we’d have a lot more free time to pursue our goals and dreams. But alas, we have places to be and people to answer to.

So, the first task you need to do is list all those things that must absolutely be done. For example, drop the kids off at school at 7:45, start work at 9:00, and pick the kids up from soccer practice at 5:30. But don’t add these to your calendar quite yet. Watch out for false start times. Even though you may start work at 9:00, you must include the time it takes you to drive there. Or, even though you may want to go to bed at 11:00, you must include the time it takes to floss, brush your teeth, wash your

Habitualize / GAP

face, etc. So, instead of trying to figure out what time the commitment starts (e.g., starting work at 9:00), determine the trigger time—the time you must start doing something in order for something else to happen (e.g., the trigger time for work is 8:30 because if you get in the car at that time you will get to work at 9:00).

Think about all of your fixed commitments, and then add them as well as the trigger times to your GAP.

2. Add a morning routine to your GAP.

3. Bracket your day.

How much sleep do you want to get at night? Once you know this, you can bracket your day and fill in more of your GAP. Since you've added your new morning routine and you know what time you need to leave the house to get to work on time, you can now determine what time you must wake up. Write that on your GAP. Now that you know when you need to wake up and how much sleep you want, add when you need to go to sleep to your GAP. Remember, use the trigger time—don't just add "go to sleep" but also add "get ready for bed" since this is actionable.

4. Block other commitments.

Hanging out with family, making dinner, cleaning the house, paying bills, taking the garbage out, watering the lawn, watching TV, and going to the post office all take time that we need to account for on our GAP. Otherwise, we'll make the mistake of thinking we have a lot more time to focus on our goals and ventures.

Give yourself time each day for these activities. You don't have to schedule specific activities, but you should block out chunks of time for these on your GAP.

5. Find open areas.

Take a look at your GAP. All the empty space (hopefully you have some) is open time where you can focus on your goals and your ventures.

6. Schedule your goals.

7. Create tasks.

8. Chunk multiple tasks.