



# Managing Habits Effectively

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| Learning summary    | Building on the methodologies from James Clear's book 'Atomic Habits', learners will discover how to harness the power of small, incremental changes to transform your habits and boost productivity.                                                                                                                                                                                                                                                                                                                                       |
| Learning aims       | This course aims to provide learners with the confidence to break unhelpful habits and build new effective ones in their place. By taking control of regular habits, learners will be able to improve their own wellbeing and become more productive in their role.                                                                                                                                                                                                                                                                         |
| Learning objectives | <b>Learners will be able to:</b> <ul style="list-style-type: none"><li>• Recognise objectives</li><li>• Describe the 6 main concepts that are explored in the book</li><li>• Recognise how you can use the habit loop model and the 4 Laws of Behaviour</li><li>• Change to help create good habits or break bad habits</li><li>• Critically discuss different methods for maintaining your own habits and behaviours</li><li>• Develop an individual plan for how you might create or break a habit to keep yourself accountable</li></ul> |



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|----------------------------------|-------------------------------------------------------------------------------------------|---------------------------|----|------------|-----|
| Applicable audiences             | This learning is suitable for all learners                                                |                           |    |            |     |
| Pre-requisites                   | There are no pre-requisites required for this learning                                    |                           |    |            |     |
| Delivery method                  | This learning is delivered by a virtual classroom                                         |                           |    |            |     |
| Duration                         | This learning will take 1 hour 30 minutes to complete                                     |                           |    |            |     |
| Materials and resources required | Learners should have access to a computer with an internet connection and Microsoft Teams |                           |    |            |     |
| Refresher                        | This learning should be completed as required                                             |                           |    |            |     |
| Minimum learners required        | 4                                                                                         | Maximum learners required | 14 | CPD points | N/A |