

## Building Better Habits

## How to Build a Routine

Starting a new routine can be difficult; however, routines, especially in college, can be helpful. Even if you're not involved in activities, clubs, or athletics, you have a lot to do each day to make sure you are successful in college. Use the questions below and the grid to get started.

Priorities	Rank	Time	External	Supplies	Reminders

1. What are 2-3 things you want to either add to your routine or make sure to include in your routine? Write them in the "Priorities" column.
2. Rank the importance of the new priorities 1-3 in the "Rank" column.
3. When are you going to do each new priority? Be as specific as you can by setting a time to do it. If you treat it like a can't-miss appointment, you're more likely to do it. Write this in the "Time" column.
4. Does one of your new priorities rely on an external factor? For example, to study or work on an assignment, you likely have to go to class first. When you study may rely on when you have class. Write any of these in the "External" column.
5. Do you need any supplies or tools to do your new priorities? Write these in the "Supplies" column.
6. Use a tool to remind yourself of your new priorities. It could be a whiteboard in your room, post-it notes, reminders or alarms on your phone. Write how you'll remember in the "Reminders" column.
7. When can you add other tasks/priorities to your schedule?

### Tips:

- Create a visual of some type so you can cross off or check off when you do your new priority.
- Make it fun by doing one or all of your new priorities with another person.
- Give yourself a reward for sticking to the new routine. Start with something small daily, then a little bigger weekly, and bigger yet once you make it a month.

