



# The Legal Athlete

## 4 STEPS TO CREATE ELITE HABITS AND LONG-TERM SUCCESS

### 1 IDENTIFY GOALS & KEY ACTIONS

Determine your overarching “**big**” goals. Then identify the **key actions** you need to take daily to achieve those goals.

### 2 DOCUMENT & SCHEDULE YOUR PROCESS

Write down the key actions you identified in a **checklist** format, and then schedule a **time-block** for each key action in your **calendar or daily planner**.

### 4 REVIEW, REFLECT & RE-FOCUS

At the end of each day or week, **review your progress**. **Reflect** on what went well and what could have gone better. **Re-focus** to figure out what you need to **Start, Stop, and Keep Doing**.

### 3 TRACK & MEASURE YOUR PROGRESS

**Keep track** of your key actions, on paper or using a tool like the HabitShare app. Make it **easy to visualize** your progress, continue streaks, and stay on track.

