

Tool 9: Addressing Ineffective Habits

Duty or task name that is being examined:		
		Date
Step 1.	With your team members, discuss the business outcome measures (or key performance indicators) that the above duty/task will influence when properly executed.	
	Document the measures or indicators here:	
Step 2.	With your team members, discuss various scenarios in the work setting where the duty/task is performed. Develop your discussion with the purpose of pinpointing how the duty/task performance may be contributing to a deficiency in the measures or indicators identified in Step 1. Determine what can be done to improve execution of the duty/task.	
	Document your answers here (what can be done to improve):	
Step 3.	Continue to develop your discussion and identify current ineffective habits that you and your team members have observed (regarding the duty/task). The ineffective habits will be of a nature that contributes to the ineffective performance in step 2, or a deficiency in the measures in step 1.	
	Document the ineffective habits here:	
Step 4. Objective to eliminate ineffective habits	Habit #1:	
	Objective:	
Action step A to eliminate the habit:		Others who need to assist or support:
Action step B to eliminate the habit:		Others who need to assist or support:
Action step C to eliminate the habit:		Others who need to assist or support:
Step 4. Objective to eliminate ineffective habits	Habit #2:	
	Objective:	
Action step A to eliminate the habit:		Others who need to assist or support:
Action step B to eliminate the habit:		Others who need to assist or support:
Action step C to eliminate the habit:		Others who need to assist or support: