

SKYROCKET YOUR **PRODUCTIVITY**

THE
ULTIMATE
GUIDE
TO
CREATING
BULLETPROOF
HABITS

HI THERE AND WELCOME TO MY ULTIMATE GUIDE TO CREATING BULLETPROOF HABITS!

This guide will help you establish **solid habits both in life and work**. Once you're finished with the guide, you will be able to establish:

Work habits like working on your most important projects, pitching new clients or writing

Health habits like eating healthier, exercising frequently or doing daily meditation practice

Habits for unpleasant tasks like cleaning your apartment, doing the paperwork for your business or answering e-mails consistently.

The good news is that **you already have a ton of habits in your life** that you are doing automatically, like for example locking the apartment door or putting on shoes when going out of the apartment.

And when you think about it, since you do these things **automatically**, they don't really take that much willpower and energy from you.

On the other hand, **you need a lot of willpower and energy for tasks that you don't do automatically** yet - especially if they are not very pleasant.

Within this guide, I will show you how to achieve **consistent progress in life** by automating some of your behaviors and creating habits that actually stick.

But before we jump into the strategies and tactics for doing that, let's quickly look at something else - the relationship between habits and goals.

SHOULD YOU FOCUS ON GOALS OR HABITS?

I think that goals are a great thing to have, together with a clear vision, because they help you identify the direction that you want to move in in life.

In fact, **if you don't have a clear direction in life**, you will probably make it somewhere, but you almost definitely won't make it where you want to go and become really successful at something.

Having said that, **if you are constantly focused on large goals** like having a six pack, building a million dollar business or running a marathon, it might just happen that you'll do more dreaming than taking action because these goals are so far away.

So instead of focusing goals, you might get better results by focusing on the process instead.

Instead of focusing on building a million dollar business, focus on becoming the person who is capable of building a million dollar business by changing your habits.

You can do this in a very simple way, by asking yourself the following question:

“If I want to reach my goals, what are the activities that I need to be doing on a consistent basis?”

Write the answer to this question down and save it, as you will need it later on in the guide.

Let's go over a couple of examples.

Writing a book requires:

- *Writing X amounts of words every day*

Getting a six pack requires:

- *Eating in line with a nutrition plan*
- *Doing cardio exercises X times a week*
- *Doing strength exercises Y times a week*

Growing a business requires:

- *Working on the client work X hours a day*
- *Reaching out to X new potential clients a week*
- *Thinking about strategy and optimizing your business model X hours a week*

Yes, I know that some of these examples are perhaps over-simplified, but you get the point.

In case you're still not able to determine which habits you need to adopt in order to reach a certain goal, even after asking yourself the question above and looking at the examples, here's what you can do:

You find a person who has already achieved a goal that you want to achieve and analyze them, or even better, talk to them in person.

Ask them what their day looks like and what are the things that they are doing consistently that allowed them to reach the goal that you want to reach.

Once you do this, you will most likely be able to identify some of the habits that you don't have right now.

And **when you identify these habits, you should adopt them** and keep doing and tuning them until you get the results that you want to get.

Now let's talk about a couple of **mistakes that you should avoid** if you want to form strong habits.

MISTAKE #1 - NOT BEING SPECIFIC ENOUGH

The first mistake that people tend to make when it comes to habits is **not being specific enough**.

I've seen this issue with a ton of my past clients. When I ask them which habits they want to implement in their lives, their responses usually something like this:

"I want to eat healthier"

"I want to exercise more"

"I want to be more productive in the mornings".

Whereas those ideas might sound completely reasonable, since they are so vague, it's extremely hard to measure them. And since they're hard to measure, it's also hard to say if you're progressing towards them or not. And what happens when you don't see any progress?

You quit.

Instead of setting vague habits, you can try going **ultra-specific** about the habits that you can implement that will help you get closer to your goals.

What do I mean by specific habits? Let's take a look at a few examples:

"I want to eat at least 3 pieces of fruit every day"

"Each working day at 7am, I want to go for a 15 minute jog".

"After I finish my breakfast on Saturday and Sunday, I want to write 500 words of my book"

SKYROCKET YOUR **PRODUCTIVITY**

Once we reframe the habits and make them far more specific, it's much easier to measure our progress, determine if we're doing good or bad and also to identify the areas for improvement.

Here's a quick task for you:

Write down ONE habit that you want to form and be ULTRA SPECIFIC.

If you're not sure how to do that exactly, here are a couple of questions to get you started:

How many **times a week** do I want to do this habit?

On **which days** do I want to do this habit?

At **what time** do I want to do this habit?

For **how long** do I want to be doing this habit?

Is there any other **measurable metric** that will determine if I completed the habit for the day? (for example, the number of words written)

Have you finished the exercise above?

If yes, well done, now let's keep on going. If no, shame on you.

MISTAKE #2 - TRYING HARDER INSTEAD OF USING SYSTEMS

Way too often we rely on pure willpower. You've probably heard yourself say something like this countless times:

“This year, will really buckle down and start working harder”.

You said that you would try harder and put in more effort.

But how long did that last? A week? A day? A couple of hours?

For a long time, I personally relied on willpower and motivation to reach my goals and form new habits.

But the problem with those is that willpower is limited, and motivation is very swingy.

That is why sometimes it's very easy for you to put in a ton of work, but other times it's hard to even get off the couch and get started.

And that's why you're constantly struggling with issues like having no motivation to work.

You also can't get yourself to start exercising, eat healthy or clean your apartment consistently.

Whenever you try to change your behavior, it always ends in the same way - you eventually get stuck and quit.

Instead of relying on raw willpower, the successful entrepreneurs and executives rely on systems.

They have systems set up that allow them to consistently put in the work to grow their business or excel at their job.

They also have systems set up that help them get the unpleasant tasks like vacuum cleaning or cleaning the dishes done at home.

Today I'll show you a simple system that you can use to form any new habit. I call it the **SET THE STAGE** technique.



Check out [THIS VIDEO](#) to see what I'm talking about.

Now, it's time for you to take action. Go through the **SET THE STAGE** technique on your own:

- 1) **SELECT** a specific **HABIT** that you want to form (you've already done this in the previous action step).
- 2) **IDENTIFY** the 3 most common **BARRIERS** that might break your habit
- 3) **DEVELOP** one **SOLUTION** for each of these barriers
- 4) **TEST** these **SOLUTIONS** to see which of them are working and which aren't.
- 5) **REPLACE** the **SOLUTIONS** that aren't working until you find ones that work for you.

In case you're stuck with developing solutions, you can check out some more examples of using the SET THE STAGE technique at the end of this PDF.

MISTAKE #3 - DOING EVERYTHING ON YOUR OWN

The third big mistake that you can make is to try to **form habits alone without anyone holding you accountable**.

I've heard something like this countless times:

“I'm pretty sure I can figure all of this out on my own, I don't need any help with it”.

And more often than not, I've seen the people who've said this **stagnate** in the future and break their habits.

Why?

Because there's nobody there to hold them accountable.

There's no-one to help them out when they're stuck.

And there's no-one to give them another point of view that might help them get unstuck.

I've seen this happen with many of my clients in the past. They tried to form habits on their own, and everything worked great...

...until they got stuck.

Once they hit a wall, many of their habits would fall apart.

And I've actually experienced the same thing myself in the past, more specifically when I redesigned my exercising habit.

See, in the past, I used to exercise together with my friends, and I would always look forward to hanging out with them, so the habit was very easy to stick to, even when the times got tough in other areas of my life.

However, when I began to exercise alone at home, I realized that my habit became way harder to keep up when I got stuck.

There are two ways in which you can prevent this from happening to you.

SKYROCKET YOUR PRODUCTIVITY

The first thing you can do is to **find someone to do the habit together with you**. This can mean playing football with your friends, jogging with your girlfriend or working in an office together with your business partner.

Just having someone who you care about next to you will make it easier for you to actually stick with the habit when times get tough because you won't want to disappoint them.

I do however realize that you will want to sometimes do the habits on your own, like exercise at home or write a book, because this might be more convenient for you or allow you to avoid distractions.

In that case, you can still get the accountability that you need to keep your habits going from another person, like for example an **accountability partner** or an **accountability group**.

To help me with my exercise habits, I've joined a very strict fitness accountability group that has weekly check-ins - if you fail at your habits for two weeks in a row, you get kicked out of the group for a few weeks.

Since I've joined this group a couple of months, I managed to keep my exercise going every single week, regardless of how I was doing in other areas of my life.

Of course you don't need to do something as radical as joining a strict group like that.

You could just find another person who has similar goals than you do and do a Skype call with them once a week where you can hold each other accountable for sticking with your habits.

During these calls, you can review your habits together and also iterate through different solutions using the **SET THE STAGE** technique.

I would like to point out one last thing when we talk about accountability though.

From my experience, accountability works best when you are meeting with a person / a group of people that you already have an existing relationship with.

When you have an existing relationship with someone who believed in you, you won't want to disappoint them. You won't want to look like a failure in their eyes. That's where the true accountability comes from my experience.

For that reason, **the accountability doesn't work so well if you just join a group basketball practice where you don't know anyone yet**, or join an online accountability group of random people.

On the other hand, that's why my fitness accountability works so well - because within there are a couple of people who I do have an existing relationship with and I think highly of, and I just cannot afford to slack in front of them.

Now you know which are the most common mistakes that you should avoid while trying to form new habits.

But I don't want you to stop there, so I want to give you a couple more **techniques and insights** that will allow you to really bulletproof your habits.

BRING THE FUN INTO THE HABITS!

One thing that I've realized about half a year ago is that **it's extremely hard to form a habit that you don't enjoy doing**.

That's why it was hard for you to study for a subject that you didn't like when you were at the university. That's why it's hard for you to do the paperwork for your business when you enjoy doing client work way more.

And that's why it's hard for you to vacuum clean your apartment and wash the dishes consistently.

Now let's look at a couple of solutions for this problem - in order to still reach your goals, you can either **outsource the work**, **switch the habit** or **make the habit more exciting**.

Some habits that you hate can probably be **outsourced**, like for example washing the dishes, doing the paperwork for your business or answering e-mails can usually at least to some extent be outsourced by getting a house maid or an assistant.

But of course, there are also some habits that you just can't outsource.

If your goal is to get a six pack, you have many different nutrition plans that you can follow, as well as many different ways in which you can exercise.

So if you find out that you don't enjoy jogging on your own so much, you can always go and play basketball with your friends which will help you get similar results.

If you find it painful to calculate calories or to strictly follow a nutrition plan from morning to evening all the time, you can explore other options like trying out the Paleo diet which can also get you good results.

If there is a possibility for you to switch a habit to a more exciting one that will get you the same results, you should definitely do that.

However, sometimes you just won't be able to do this. Sometimes you won't be able to afford to outsource the habits, and you won't really be able to switch the habits.

In that case, you should focus on **making the habits themselves more exciting.**

You can do this by asking yourself:

What can you do to make this habit more exciting by doing it differently?

Let's look at a practical example, like studying for a university exam that you find kind of stupid.

Here are a couple of things you can do to make this habit more exciting:

- 1) You can get together and study with a group of friends that you enjoy hanging out with
- 2) You can try exploring different studying techniques like using metaphors or visualizations.
- 3) You can google the concepts that you need to learn and find how they're used in real life, and then starting an exciting project where you'll be able to use those concepts in action.

HOW TO REMEMBER YOUR HABITS

One of the best ways of remembering habits is to create specific triggers for your habits.

These triggers can either be existing habits or visual triggers.

Existing habits are great because they will happen every day and you can simply connect the new habit before, during or after the old habit.

On the other hand, with some habits you might want to use visual triggers in order to remember to do them.

Examples of existing habits:

- *After breakfast, write 500 words of a book.*
- *After waking up, go for a jog.*
- *After the power nap, clean the dishes.*

Examples of visual triggers:

- *Placing running shoes and clothes next to your bed*
- *Placing a bowl of fruits on your desk*
- *Preparing project materials for the next day on your work desk before leaving work*

WHEN SHOULD YOU DO YOUR HABITS?

Does it matter if you do a habit in the morning or in the evening?

I think it does, and here's why. We as humans have **limited willpower and energy levels**. Think about it, if you feel tired and burned out from work, how likely is it that you will actually continue a habit?

Instead of ignoring willpower and energy levels, why don't you give yourself the best chances of success?

By **strategically positioning the habits** at times when you have the most energy and willpower, you can drastically increase the percentage of times you manage to do a habit.

As a rule of thumb, doing the habits earlier in the day instead of waiting for the last second in the evening will be a good thing.

In fact, by doing some of the habits as a part of your morning routine, you can actually build your momentum to get even more work done after you're done with your habits.

INCREASE YOUR CHANCES OF SUCCESS WITH A HABIT

Another thing that you can do to increase your chances of success is to decrease the amount of willpower and energy necessary to start an activity.

For example, it will be much easier to get started with working on your most important work project in the morning if you prepare all project materials the evening before.

Another example would be packing your clothes into the gym bag a day before, so that you can just take the bag and go when you need to go there.

In general, the fewer things that you need to do in order to get something started, the more likely you are to succeed.

HOW MANY HABITS SHOULD YOU FORM AT ONCE?

This are two questions that I get very often.

Should you just try to create 1 habit at once, or can you do more? And how long does it take to form a habit?

I personally don't think that there's an answer to that question that will work for everyone.

Why?

Because I believe that **creating new habits is a skill** that you can get better at.

That means that in the beginning, it might take you longer to form new habits, and once you get better at doing it, you can form them faster.

On top of that, it also depends how big the habits that you're trying to build are.

Writing for an hour each morning will take you far more willpower than building a small habit like washing your teeth, because it requires more energy and willpower.

In the end, it all comes down to testing and seeing how you're doing.

By using the **SET THE STAGE** technique and other guidelines from this guide, you should be able to **add a new habit to your life every 1 to 2 weeks.**

However, you should always keep in mind that you will struggle with some habits more than with the others - with some, you will get the **SET THE STAGE** solutions down fast, and with the others, it might take you weeks before you make them work for you.

A general guideline that you can use is to start a new habit once you've successfully maintained the last added habit for 7 days.

HOW BIG SHOULD THE HABITS BE?

Should you create very small habits, or can you create bigger ones right off the bat?

I think there are different points of view on this subject out there, but **I've personally found it the most effective to start small, with habits between 5-15 minutes long.**

Once you've successfully completed the small habit for a week, you can work on gradually **increasing it by 10% each week**, and seeing how you're progressing.

With habits that are longer, like playing basketball or going to the gym, you can start bigger, but in that case you **shouldn't do the habits every day** since that will likely lead into burnout because of low energy levels.

HOW TO ORGANIZE YOUR HABITS AND VISUALIZE YOUR PROGRESS

When I started learning about habits myself, one of the first things that I've learned was the **"Don't break the chain"** technique.

The idea was simple - take a calendar, put it on your table and write a big red cross on every day when you manage to successfully complete a habit.

There was only one goal:

Don't break the chain.

I really loved this technique because it allowed me to **visualize my progress**, which can be a great motivator towards achieving your goals. It's also a great way of **seeing when a habit isn't working out well for you**.

Since then, I have expanded on this technique and built a system that allows me to track more habits at once, as well as rapidly test solutions to different problems.

Today I'll share the template for this system with you, and you can use it to track your own habits.

HABIT TRACKER

Habit	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Progress
Health								
Jog 15min after waking up	done	done	done	done	done	done	done	(7/7)
Eat at least 3 fruits each day	done	done	done	done	done	done	done	(7/7)
Body scan meditation after laying to bed	done	done	done	done	failed (went out to party, was drunk)	done	done	(6/7)
Work								
Write 500 words after breakfast	done	failed - forgot	failed - forgot	done	done	done	done	(5/7)
Answer e-mails after lunch 30min	done	done	done	done	done	done	done	(7/7)
Chores								
Clean the dishes	done	N/A (ate outside)	done	failed - was too tired in the evening	failed (went out to party, was drunk)	done	done	(4/6)
Self-improvement								
Read a book during breakfast	done	done	done	done	done	done	done	(7/7)
SET THE STAGE comments			New solution for remembering to write after breakfast: post-it note on the keyboard the evening before					

You can find it [here](#).

How to use the Habit Tracker

As you can see, I've included **two tabs** - one with an **example of the system in action** and another one with a **template** that you can just copy paste into your spreadsheet.

I use this system as I go through my days - I have it said as my homepage in the internet browser and write "**done**" as soon as I complete a habit.

Whenever I fail at a habit, I write "**failed**" instead of "**done**", and add a reason for failure to it.

Once I see a red line forming, I know that that's a sign that I need to use the **SET THE STAGE** technique to replace some of my solutions to the problems.

Every week, I then create a new tab for the week. This allows me to go back through my weeks and nicely **visualize my progress** towards my goals.

If you don't like my system, that's cool - you can also check out chains.cc and [lift](https://lift.so), which are both great software solutions for tracking your habits, although they do lack the **SET THE STAGE** part.

EXTRA “SET THE STAGE” EXAMPLES

As promised, I have a few more **SET THE STAGE** examples ready for you:

Example #1 - Write 500 words of my book each morning.

Problem 1: I might forget to do it

Solution 1: Write a post-it note the evening before and put it on my keyboard

Problem 2: I might be travelling without my laptop

*Solution 2: Make a draft for the next chapter**

Problem 3: I might be too lazy to do it

Solution 3: Do 20 pushups and try again

Example #2 - Sticking to a nutrition plan

Problem 1: I might be tempted by the sweets in my apartment

Solution 1: Fill your fridge with healthy food and get rid of all the sweets

Problem 2: I might be tempted to buy junk food when I go to a supermarket

Solution 2: Go to a supermarket after lunch, without appetite

Problem 3: I might be travelling and won't be able to cook healthy meals

Solution 3: When travelling, take protein bars, nuts and dried fruits with you to avoid junk food as much as possible

Example #3 - Answer e-mails for 30min after coming back from lunch

Problem 1: I might forget to do it

Solution 1: Put a reminder in your google calendar

Problem 2: I might feel too stressed out to do it

Solution 2: Do a 5min guided meditation on calm.com

Problem 3: I might feel too tired after being full of food

Solution 3: Don't eat heavy, unhealthy meals for lunch

*As you might see, solutions can sometimes be something that isn't exactly your habit, but also contributes to the same goal. It's still better than nothing and it will help you keep the habit going!

LET'S WRAP UP!

Congratulations, you've now made it to the end of the Ultimate Guide to Creating Bulletproof Habits!

If you have any questions regarding the content of this guide, feel free to shoot me an e-mail to primoz.bozic@gmail.com. Please don't waste your time by sending me grammatical mistakes though, as I just don't care about those.

In case you liked the guide and know any friends who are struggling with habits, why don't you send them the link to it? They'll thank you for it and you'll make my day as well!

Here's an e-mail template that you can use to do this super-fast:

Hi NAME,

I remember that you used to struggle with creating new habits. I've recently found a very cool guide that I think can help you a ton. You can find it here:

<http://www.skyrocketyourproductivity.com/habits>

Take care,

-YOUR NAME

And if someone sent you this PDF and you aren't on my list, you should go to <http://www.skyrocketyourproductivity.com> and sign up. Why? Because I'll send a lot more cool content to you there that you won't be able to get elsewhere.

Thanks for reading!

Primoz