

APPENDIX

A Quick Aid to Help Identify Those Habits that Need to Change

Personal Bad Habits Related to Business

Here are 30 personal habits that can contribute to an individual's failure in business:

1. Lack of self-discipline and poor time management.
2. Procrastination and inability to prioritize tasks effectively.
3. Fear of taking risks and aversion to stepping outside of the comfort zone.
4. Inconsistent work ethic and lack of commitment.
5. Inadequate goal setting and failure to establish clear objectives.
6. Poor communication skills, including ineffective listening and expressing oneself.
7. Lack of self-confidence and self-belief.
8. Negativity and pessimistic mindset.
9. Inability to adapt to change and resistance to new ideas.
10. Overlooking the importance of continuous learning and personal development.
11. Inadequate financial management and failure to understand basic financial principles.

12. Lack of accountability and unwillingness to take responsibility for mistakes.
13. Short-term thinking and failure to consider long-term implications.
14. Lack of resilience and inability to bounce back from setbacks.
15. Overreliance on others for decision-making and lack of independent thinking.
16. Inability to handle stress and difficulty managing emotions.
17. Lack of networking and failure to build meaningful professional relationships.
18. Poor planning and failure to create actionable strategies.
19. Ignoring customer feedback and failing to meet customer needs.
20. Inconsistent self-care and neglecting personal well-being.
21. Inability to delegate tasks and instead micromanage others.
22. Poor conflict resolution skills and avoidance of difficult conversations.
23. Overpromising and underdelivering on commitments.
24. Failure to adapt to technological advancements and industry changes.
25. Inadequate marketing and promotion efforts.
26. Lack of curiosity about new ideas and trends.
27. Lack of attention to detail and making careless errors.

28. Overlooking the importance of building a strong personal brand and professional reputation.

29. Inability to set boundaries and manage work-life balance effectively.

30. Failure to learn from past mistakes and repeating them.

Beside each of the above habits, score yourself like a student on a scale of A to F, where a score of F reveals a weakness that you need to transform. What are your weaknesses?

If you were to pick one of these weaknesses to start changing, what would it be?

What would be a new habit that would turn this from a weakness into a strength?

Family Business Team Bad Habits

Here are 30 common habits that can contribute to the failure of business teams:

1. Lack of effective communication: Failing to communicate clearly and openly within the team.
2. Poor collaboration: Not working together or sharing responsibilities to achieve common goals.
3. Poor time management: Consistently missing deadlines, or not prioritizing tasks effectively.
4. Lack of accountability: Not taking responsibility for actions or following through on promises.
5. Resistance to change: Being unwilling to adapt and embrace new ideas or approaches.
6. Inadequate planning: Failing to plan and strategize effectively for projects and goals.
7. Micromanagement: Excessively controlling and interfering with team members' work.
8. Lack of goal alignment: Teammates not working towards the same objectives.
9. Complaining: Focusing on problems rather than seeking solutions with a positive attitude.

10. Poor listening skills: Not actively listening to others' ideas, feedback, or concerns.
11. Lack of trust: Distrust among team members, leading to a lack of collaboration and synergy.
12. Inconsistent work ethic: Inequal distribution of effort and productivity within the team.
13. Lack of respect: Treating team members or colleagues disrespectfully or unprofessionally.
14. Poor conflict resolution: Failing to address conflicts in a constructive and timely manner.
15. Inattention to detail: Overlooking important details and making careless errors.
16. Lack of empathy: Failing to understand and consider others' perspectives and emotions.
17. Ignoring feedback: Disregarding or dismissing feedback from team members or customers.
18. Lack of innovation: Failing to embrace creativity and explore new ideas to drive growth.
19. Lack of self-improvement: Not investing in personal development to enhance skills.
20. Procrastination: Delaying tasks, leading to inefficiencies, and missed opportunities.

21. Siloed mentality: Operating in isolated teams or departments, hindering collaboration.
22. Insufficient delegation: Not effectively assigning tasks and responsibilities based on team members' strengths.
23. Ignoring customer needs: Failing to prioritize and meet customer expectations.
24. Poor conflict management: Allowing conflicts to escalate or not addressing them promptly.
25. Inconsistent decision-making: Making decisions inconsistently or without a clear process.
26. Lack of celebration and recognition: Failing to appreciate team members' contributions.
27. Overlooking data: Not analyzing relevant data prior to making decisions.
28. Lack of resilience: Being unable to adapt to challenges or bounce back from setbacks.
29. Ineffective meetings: Conducting unproductive or disorganized meetings that waste time.
30. Repeating mistakes: Repeating the same errors without reflecting on lessons learned.

Beside each of the above habits, score yourself like a student on a scale of A to F, where a score of F reveals a weakness that you need to transform. What are your weaknesses?

If your team was to pick out one of these bad habits to start changing, what would it be?

What would be a new habit that would turn this from a weakness into a strength? _____

10 Examples of Easy-to-Apply Habit Changes

1. Bad Habit: Not appreciating others

New Habit: **Recognize little wins daily**

Fix: Each day try to recognize one thing your direct reports and key partners did correctly that was difficult to do or is a positive aspect of their personality that they don't recognize about themselves.

2. Bad Habit: Always late for work

New Habit: **Be on time, every time**

Fix: Set timer on phone for 15 minutes before you must leave for work, not when you should be at work.

3. Bad Habit: Being closed-minded

New Habit: **Think outside the box**

Fix: Call a different colleague (i.e., friend in a similar business) every other day to pick their brains for new ideas on how to improve efficiency.

4. Bad Habit: Procrastinating

New Habit: **Do one hard thing every day**

Fix: Every morning before leaving for work, write out one task that sucks that you don't want to do but should do in order for the business to succeed. It can be a small task (e.g., cleaning your truck) or a big problem (e.g., dealing with a difficult customer). Then get it done before sunset.

5. Bad Habit: Leaving tools around

New Habit: **Always finish the job and tidy up after!**

Fix: Tidy up for 5 minutes at the end of each job before going onto the next task or leaving work.

6. Bad Habit: Ignoring people

New Habit: **Respond quickly**

Fix: Reply to emails and calls before having lunch or leaving work at day's end.

7. Bad Habit: Always being negative

New Habit: **Be fun to work alongside**

Fix: At the end of day, grade (A-F) how fun you were to work with throughout the day.

8. Bad Habit: No time for family

New Habit: **Make time for your kids**

Fix: Every morning write out one 15-minute fun, non-routine thing you are going to do with your kids that day/evening (e.g., play catch) and specify when you are going to do that (e.g., 5:30 pm). Then do it.

9. Bad Habit: Living an unhealthy lifestyle

New Habit: **Invest time to extend your lifetime**

Fix: Adapt to a strict meal plan and spend 30 minutes exercising each day.

10. Bad Habit: Needing to be in control

New Habit: **Listen to your partner's perspective**

Fix: Give your partner an extra five minutes to talk by habitually asking the question, "Is there anything else you want to say?"