

Pre-Job Brief

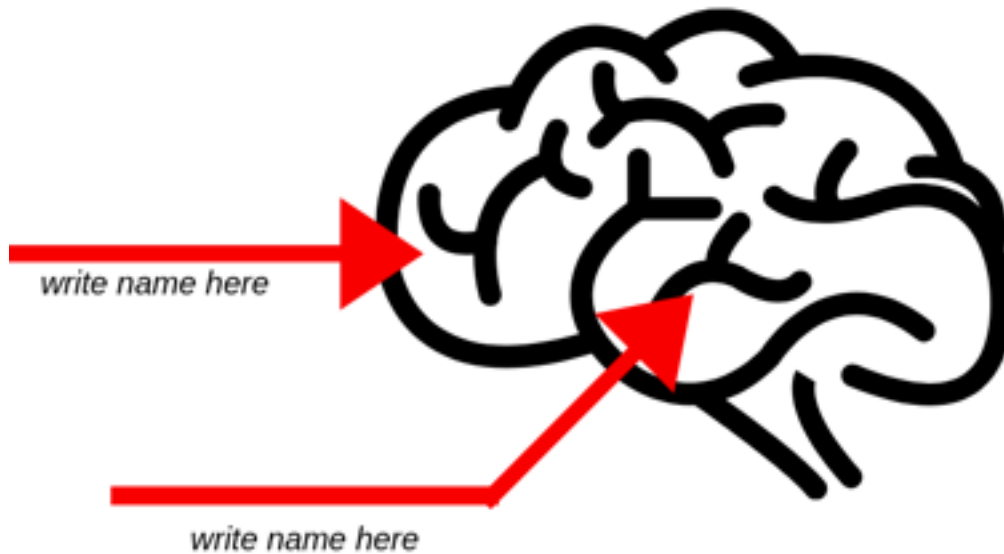
Mastering the Habit Of Conversations

Q1 2023



The Neurology of Habit

PARTS OF THE BRAIN INVOLVED IN HABIT CREATION



Prefrontal Cortex Functions

Decision making	Working toward a defined goal
Planning ahead	Predicting outcomes
Focusing thoughts	Interpreting social cues
Paying attention	Moderating your own social behavior
Learning	Determining good and bad, better and best.
Considering several different yet related lines of thinking	Retaining information while performing a task
Evaluating the future consequences of current activities	Determining what information is relevant to the task in progress

The Neurology of Habit

A NEW DEFINITION

A habit is a neural pathway created in the brain. It begins in the Prefrontal Cortex, and through repetition, moves to the Striatum requiring less energy to initiate and complete.



_____ is the mother of habit.

5 STEP HABIT CREATION SYSTEM

1. Know Your Why
2. Choose Your Action Step
3. Choose Your Trigger
4. Choose Your Reward
5. Plan For Success

***Use this
system to create
any desired habit!***

Know Your Why

Roles	Values
1	1
2	2
3	3

1) How does having more conversations during your pre-job brief help you lead your team?

2) How is having more conversations consistent with your values?

3) What could you miss if you don't hear from your team during a pre-job brief?

4) What could you prevent by prompting your team with questions that trigger critical thinking and situational awareness?

CIRCLE YOUR MOST IMPORTANT VALUES

Accountability	Diversity	Integrity	Responsibility
Achievement	Environment	Intuition	Risk Taking
Adaptability	Efficiency	Job Security	Safety
Adventure	Equality	Joy	Security
Altruism	Ethics	Justice	Self-Discipline
Ambition	Excellence	Kindness	Self-Expression
Authenticity	Fairness	Knowledge	Self-Respect
Authority	Faith	Leadership	Serenity
Autonomy	Fame	Learning	Service
Balance	Family	Legacy	Simplicity
Beauty	Financial Stability	Leisure	Spirituality
Being the Best	Forgiveness	Love	Spontaneity
Belonging	Freedom	Loyalty	Sportsmanship
Boldness	Friendship	Making a Difference	Stability
Career	Fun	Nature	Status
Caring	Future Generations	Openness	Stewardships
Challenge	Generosity	Optimism	Success
Citizenship	Giving Back	Order	Teamwork
Collaboration	Grace	Parenting	Thrift
Comfort	Gratitude	Patience	Time
Commitment	Growth	Patriotism	Tolerance
Community	Happiness	Peace	Tradition
Compassion	Hard Work	Perseverance	Travel
Competence	Harmony	Personal Fulfillment	Trust
Confidence	Health	Playfulness	Truth
Connection	Home	Pleasure	Understanding
Contentment	Honesty	Popularity	Uniqueness
Contribution	Hope	Power	Usefulness
Cooperation	Humility	Pride	Vision
Courage	Humor	Recognition	Vulnerability
Creativity	Inclusion	Reliability	Wealth
Curiosity	Independence	Reputation	Well-Being
Determination	Initiative	Resourcefulness	Wholeheartedness
Dignity	Inner Harmony	Respect	Wisdom

Short Circuiting Complacency

A NEW DEFINITION

Complacency is a state of decreased external awareness and reduced sensitivity to hazards caused by the brain's ability to activate neural pathways that require less PFC activity.



The antidote to complacency is to _____ the brain activity.

USE QUESTIONS TO TRIGGER THE PREFRONTAL CORTEX

1. Open Ended
2. Clear Next Steps
3. When Versus If
4. Unexpected
5. Break the routine
6. Other Tips:



Intentionally look for errors and potential problems.

More Possible Questions

The Part 1 Attendee Guidebook provided some sample questions. Here are a few more...

- What does the policy/procedure/standard state on performing this task?
- What are the right resources to get the job done safely? Do I have those?
- How can we mitigate hazards through the Hierarchy of Controls? (Elimination > Substitution > Engineering Controls (Design) > Administrative Controls (Change the way people work) > Personal Protective Equipment)
- Have you controlled stored energy?
- Can anyone surprise you during your work? And if so, what do you need to do prevent injury to them or you such as implementing LOTO?
- Is there another way to approach this task?
- What are three different ways we could approach this task?
- What would we do if something goes wrong?
- Who would we call if something went wrong?
- Where is the emergency shut off?
- What is our specific “stop work” criteria for these (or other) tasks?
- What emergency procedures are needed for this activity?
- Who is responsible for what tasks?
- Can you tell me how you'd do that?
- What is most relevant/important?
- What hazard is most likely?
- What hazard is most dangerous?
- If not eliminated, is there any residual risk? Is the risk acceptable? Has the risk been accepted at the right level?
- How long do you expect this will take?
- How much time do we have?
- Can we operate faster than conditions are changing?

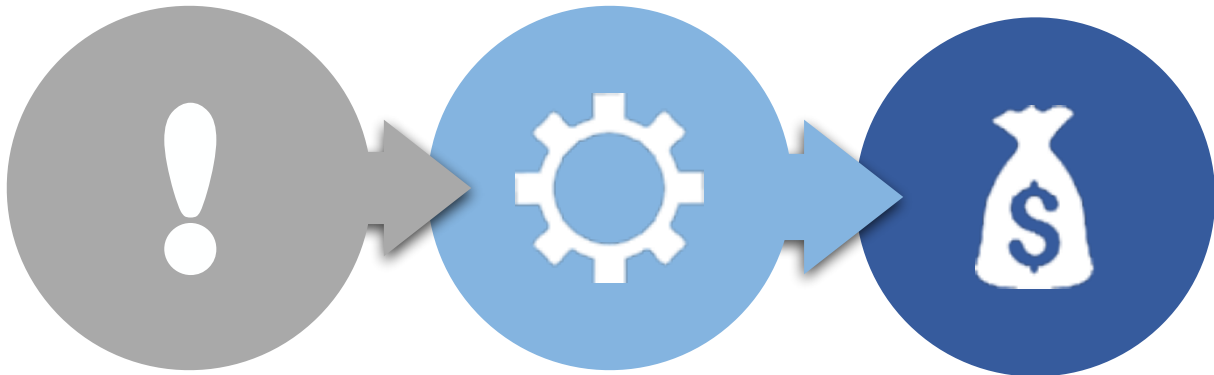
Questions Continues...

- What do you see?
- What do you hear?
- What do you smell?
- What are the hazards?
- What can cause you to slip or fall?
- What can bite or sting you?
- What will hurt your hands?
- How can the weather effect you?
- What is happening around us?
- What environmental conditions such as noise, lighting, vibration, weather, or design issues could impact the task?
- How many hours of sleep did I get?
- How many hours have I worked today?
- When is the last time I hydrated?
- What task sucks the most for my body?
- Is this the right tool for the job or am I making due?
- Is this the right PPE for the job?
- Has the scope changed?
- Has anyone ever been hurt doing this? What similar incidents have resulted from the task we are about to undertake?
- What have we done in the past for similar situations?
- What is different today (from the last time we did this)?
- Do you have accurate, official, written procedures for this job?
- Do I have sufficient help from coworkers to complete this task safely?

Questions Continues...

- How severe is each hazard?
- What is the worst thing that could happen?
- What is the most likely thing to happen?
- What are possible undesired outcomes?
- What are the three highest risk hazards with this task?
- What is possible vs. probable?
- What is the best case scenario and what can change that outcome?
- How are changing conditions or stored energy impacting my safety?
- When I am most likely to make a mistake, where will it be and what time will it be?
- When that "thing" goes wrong, what protects you from injury? Is that enough?
- Who is someone, who if I said they were injured, your response would be "oh yeah, I saw that coming." What caused the injury?
- Where are your knuckles going to land when the wrench slips?
- Where is the next injury going to happen?
- If something in this process or room was going to kill me what would it be?
- If we did a pre-mortem (talking about a hypothetical situation where this went horribly wrong), what factors likely would have caused it?
- If something breaks, can we keep everyone out of the way?
- What could be interpreted in the wrong way?
- What is my gut telling me?
- What or who else could this impact?
- Has anyone left or joined your team in the past month?
- _____
- _____
- _____

The Anatomy of A Habit



Triggers

1. An existing habit or
2. Something that is already happening automatically or
3. The action immediately preceding the new habit

Rewards

Releases endorphins and dopamine and wires the new behavior deeply into the brain.

Reward	Description
Physical- External	Fun, enjoyable body movement.
Physical- Internal	Causes a reaction in the body.
Emotional	Something you personally find rewarding.
Social	Interaction with another person.

Reward Examples

Choose Three

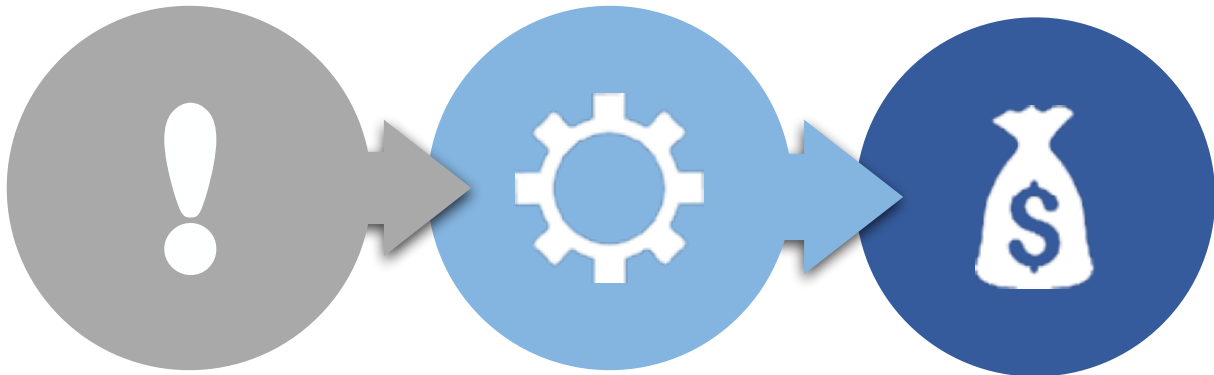
Movement	Reaction	Emotion	Social
<input type="checkbox"/> Fist Pump	<input type="checkbox"/> Coffee /Tea	<input type="checkbox"/> To-Do List	<input type="checkbox"/> Facebook
<input type="checkbox"/> Chest Bump	<input type="checkbox"/> Gatorade	<input type="checkbox"/> Song	<input type="checkbox"/> Post On Forum
<input type="checkbox"/> Clap/Snap	<input type="checkbox"/> Candy	<input type="checkbox"/> Hum Rocky Theme	<input type="checkbox"/> Call A Friend
<input type="checkbox"/> End Zone Dance	<input type="checkbox"/> Gum	<input type="checkbox"/> Gratitude	<input type="checkbox"/> Text Family
<input type="checkbox"/> Jump/Free Throw	<input type="checkbox"/> Mint	<input type="checkbox"/> Mantra	<input type="checkbox"/> Handshake
<input type="checkbox"/> Pat On Back	<input type="checkbox"/> Lunch	<input type="checkbox"/> Pic Of Family	<input type="checkbox"/> Hi-Five
<input type="checkbox"/> Salute	<input type="checkbox"/> Snack	<input type="checkbox"/> Crowd Cheering	<input type="checkbox"/> Fist Bump
<input type="checkbox"/> Self Hi-Five	<input type="checkbox"/> Brush Teeth	<input type="checkbox"/> Ring A Bell	<input type="checkbox"/> Thumbs Up

Mantras	Songs
For My Kids	"Best Day of My Life" by American Authors
You Da Bomb	"Simply the Best" by Tina Turner
Boom	"Wagon Wheel" by Darius Rucker
Moving Safety Forward	"It's My Life" by Bon Jovi
Be Safe On Purpose	"Eye Of The Tiger" by Survivor
Achievement Unlocked	"All Star" by Smash Mouth
One Day At A Time	"Let's Get It Started" by Black Eyed Peas
You Got This	"Don't Look Back" Boston
Nailed It	"Respect" by Aretha Franklin
Slow And Steady Wins The Race	"Lose Yourself" by Eminem
Ain't No Mountain High Enough	"I Feel Good" by James Brown
That Was Easy	"I Wanna Talk About Me" by Toby Keith
Woop There It Is	"Good Feeling" by Flo Rida

Trigger

Action

Reward



Minimum Requirement: _____

Habit Action Statement

My Habit Plan is to _____
 (insert action step) every _____ (insert time frame)
 right after _____ (insert trigger), I will reward
 myself by _____ (insert reward).

PLAN FOR SUCCESS

What Can Get In Your Way?

Identify Obstacles		
Logistical	External	Internal

How I'll Overcome These Obstacles



The 60 Day Habit Challenge

We're in this together. The Habit Challenge gives you 60 days of support and accountability as you create new neural pathways for your new habit. Please know that your habit is PRIVATE. Your answers are PRIVATE. We use your information to identify broad trends, but do not share identifying information with your company. Nor do we sell or share any of your information with third party companies.

Install and Set Up

Look for "The Habit Challenge" in Google Play or App Store. Be sure to include the "The" in your search. It's the one with this green leaf icon. Install, open, and when prompted, select "Allow" for notifications. Scroll through tutorial by tapping "Next" or swiping.

On the "Sign Up" screen, use your first name, your company email address, and choose a password. Password requires 8 characters, one lowercase, one uppercase letter, one digit, one special character. Check terms and conditions box.

On the "Add Habit" screen, name your habit. Set a start day (any day after today) to start practicing your new habit.

On the "Your Why" screen, choose a photo of person, place, or an activity that captures WHY this new habit is important to you.

On the next 3 screens, type in your Trigger, Action, and Reward. Then answer the 3 questions that follow.

Finally, set when you want to receive your reminder notification.

What Happens Next

At your scheduled time and scheduled days, you'll receive a notification on your phone with a daily motivational reminder. Tap the notification and answer yes on the days you did your new habit, no on the days you didn't, and N/A for days you got the notification but it's not a day that you should have been doing the habit. For example, you're on vacation. Do not select N/A if for any reason you decide not to do your habit.

Get Help

On the Settings tab, you'll find options for emailing your question or requesting a call. You can also reach out directly to sharon@habitmasteryconsulting.com or call 970-581-7681.

You can do this! You take care of the action, and the habit takes care of itself!

Habit Challenge Manual Tracker

Start Date: _____	My Habit: _____						
<i>Legend: Y, N, N/A or √, X, Δ</i>							
	M	T	W	Th	F	Sa	Su
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							

“You take care of the repetition, and the habit takes care of itself.”

Sharon Lipinski, Habit SuperHero