

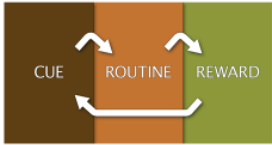
## ACTIVITY #1: THE PRIORITY PRINCIPLE IN ACTION

THINK/PAIR/SHARE **4/6/5 MINUTES**


### Developing a Habit: The Habit Loop

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- **Routine:** writing (the desired behavior)
- **Cue:** trigger for writing
  - A time
  - A place
- **Reward**
  - Boice's *contingency*



klassenperformancegroup.com/components-of-a-habit/


CENTER FOR  
FACULTY EXCELLENCE

1. Determine a desired duration (at least 30 minutes) of your daily weekday writing sessions. Consult your calendar and identify times you can write each weekday during the week of May 17-21. Ideally, your writing time occurs at the same time each day.
2. Identify a CUE for your daily writing.
3. Establish a CONTINGENCY for your daily writing.
 

*Contingency:* recurrent, daily activity or behavior that you can enjoy contingent upon your completing your writing (To help you with this part, consider a non-writing habit you have formed, how did it happen? Did you use a contingency?)

<b>ACTIVITY #1</b>	<b>TIME that I will write each day:</b>	
	<ul style="list-style-type: none"> <li>● Duration of writing sessions</li> <li>● Time of writing sessions</li> </ul>	
	<b>CUE for daily writing:</b>	
<b>CONTINGENCY for daily writing:</b>		

## Developing a Habit of Writing: Theory and Practice

### ACTIVITY #2 (ON YOUR OWN): OPTIMIZE YOUR WRITING ENVIRONMENT

#### Rearranging the Writing Environment

1. **Establish one or a few regular places** in which you will do all serious writing, If possible, make these locations (e.g., a desk in your study) places where you do nothing but serious writing; other writing (e.g., correspondence) would be carried out elsewhere.
2. **Regular writing sites must also be sacred** in the sense that no other temptations such as magazine, newspapers, novels can be on site. Thus, non-essential reading would be done elsewhere.
3. Similarly, **clean the writing area only at the completion of each session**. The temptation of cleaning up one's writing site should not be allowed to distract.
4. Arrange writing sites to **minimize noisome distractions**. Find a reasonably quiet place. Work with background music if it helps.
5. **Limit social interruptions** during writing times by: a) closing the door to your office, den, or whatever; b) posting a writing schedule on your closed door that requests visitors to limit interruptions to brief (e.g., 10 seconds) essential messages; c) unplugging the phone; and d) enlisting significant others and colleagues as enforcers by asking them to help head off potential disruptions (including, of course, themselves).
6. **Enlist another writer to share part of your writing schedule** by joining you for mutually quiet periods of work.
7. **Make your writing site comfortable**. I, for example, work best in a recliner chair because it reduces fatigue, especially neck and arm strain. Experiment to see what works best for you.

Adapted from Boice (1990)

- Consider Boice's 7 guidelines above for optimizing your writing environment.
- Choose one guideline that seems most important to your writing efforts.
- Consider:
  - What changes will you have to make to implement that guideline?
  - What challenges do you anticipate in implementing the guideline? How will you overcome them?

## HABIT OF WRITING WORKSHEET

### Writing Week 1

*[This worksheet, or your modification of it, can be used on a weekly basis to plan your writing and to further your efforts to make writing habitual.]*

#### PLAN:

<b>ACTIVITY #1</b>	<b>TIME that I will write each day:</b>	From above
	<ul style="list-style-type: none"> <li>• Duration of writing sessions</li> <li>• Time of writing sessions</li> </ul>	
	<b>CUE for daily writing:</b>	From above
	<b>CONTINGENCY for daily writing:</b>	From above
<b>ACTIVITY #2 (ON YOUR OWN)</b>	<b>WRITING ENVIRONMENT – how will I optimize?</b>	

#### RESULTS AND PLAN FOR NEXT WEEK:

<b>Weekly Throughout the Summer</b>	<b>Number of days this week that I met my goals for duration and time of writing:</b>	
	<b>CUE for daily writing:</b> Was it effective in facilitating my writing behavior? Should I change the cue?	
	<b>CONTINGENCY for daily writing:</b> Was it effective in facilitating my writing behavior? Should I change the contingency?	
	<b>WRITING ENVIRONMENT:</b> Are additional adjustments to my writing environment needed to foster more regular writing?	