

HOW TO NUDGE

Use a SOFT method

In the illustration below we have used the example of setting aside focus time for yourself and as a leader to check in with your team. Use the template on the next page to create nudges for your own individual self and for yourself as a leader.

Simple

Simplify the Steps

Self: Put a DND on your office door each day to do focused work.

Leader: Block time periodically to check in on your team on topics besides work.

Organized

Be Organized

Self: Let the team know, put the DND at the same time each day. Block time on your calendar.

Leaders: Build relationships based on your check-ins. For ex. making a note of birthdays, important names etc.

Friendly

Make it Friendly

Self: Make it acceptable for others on your team. Actively encourage others to block focus time for themselves.

Leader: Encourage your team to share their whole authentic selves and pursue their interests outside of work.

Timely

Timely & Timebound

Self: Set the DND for a fixed time, 30 mins each day, twice a day.

Leader: Check-in with your team consistently, but change the format frequently to keep them engaged.



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Using the examples above create nudges for yourself. Implement them and then revisit after 3 months. Make changes as required, OR create new nudges.

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Simplify the Steps

Self:

Leader:

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Self:

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