
RECALIBRATE AT SPEED SUPERHABIT GUIDE

Recalibrate

AT SPEED: THE SUPERHABIT GUIDE

PURPOSE OF THIS RESOURCE

Turn reflection into movement. Use this guide to pick one small, repeatable habit that makes a visible difference in the next fortnight and keeps your team aligned to what matters now.

WHAT IS A SUPERHABIT?

A superhabit is one simple thing you do the same way every time that quietly improves many other things. It is specific, easy to spot, and it leaves a mark you can check later. It lives inside the work you already do, not in a new meeting.

Five questions to make sure it fits your goal and your world.

Use these straight after the Reflect phase.

- 1. What are we trying to move this fortnight**
Name one result and one sign you will watch each week.
- 2. Can we see it happen**
Write the habit as a single clear sentence so anyone in the room could tell if it happened or not.
- 3. Where will it naturally happen**
Pick the exact place it belongs. An agenda line. A line in a template.
A step on a ticket. A checkbox before you hit send.
- 4. What will make it easy and what will it leave behind**
Add a simple prompt or default so it is hard to miss. Decide what small proof it leaves each time such as a sentence in the log or a ticked box.
- 5. Which insight from Reflect does this answer**
Name the pattern you noticed or the risk you want to reduce and say how this habit addresses it.

Write your choices here:

- Result and weekly sign
- The one sentence habit
- Where it lives in your current workflow
- The prompt or default and the proof it leaves
- The Reflect insight it answers

STEP BY STEP FOR 2 WEEKS

Step 1. Decide and write it

Use the five questions. Keep the habit one sentence long.

Example: Before we approve any decision we run a two minute dissent round and write one sentence about the key risk.

Step 2. Put it where work already happens

Add it to the agenda template, form, checklist, or ticket so it appears at the right moment.

Step 3. Make it easy and make it leave a mark

Add a short reminder or pre filled field. Decide the small proof you will capture every time.

Step 4. Do it every time the moment appears

Keep it small so it survives busy days. Capture the proof.

Step 5. Review in 15 minutes

On Day 11 or Day 12 ask:

- What worked
- What surprised us
- Where did it snag and how do we smooth it
- Do we keep it, tweak it, or swap it.

Step 6. Recommit

On Day 13 or Day 14 recommit for another fortnight or choose a better written superhabit that serves the result more directly.

EXAMPLE: COPY AND ADAPT

- **Result** Faster and clearer decisions this month
- **Habit** In the weekly decision meeting we run a two minute dissent round before any approval and record one sentence about the key risk
- **Where it lives** A line in the meeting agenda right before approvals
- **Easy and proof** A bold note in the agenda prompts the dissent round and the decision log captures the one sentence risk
- **Reflect link** We missed downstream risks last month and had rework. This targets that pattern

MINI CHECKLIST

- One clear result and weekly sign named
- Habit written as a single obvious sentence
- Habit placed in a real place you already use
- Prompt or default added to make it easy
- Small proof captured every time
- 15 minute review booked now