

## Building Organizational Habits



### Cue

- Review Digest email
- Scheduling time to process notifications
- Recurring huddles
- “Put it in KaiNexus” reminders
- Regular CI mentions from local, regional, and senior leaders
- CI Agenda Item in recurring meetings
- CI Reminder Slide in the Standard Company Slide Template



### Reward

- Awarding Badges
- Recognition from CI Coach, Local, and/or Senior Leaders
- Executive and manager system engagement and individual recognition



### Routine

#### Individual Routines

- Enter an idea
- Clear your notifications
- Review your default board
- Managers - comment, like, and acknowledge items

#### Team Routines

- Huddle - go through a Team board (daily, weekly, monthly)

#### Senior Leader Routines

- Review Executive Board to check on status of different items, bottlenecks, and see what needs your attention
- Review the impact and activity of different locations and for strategic initiatives
- Comment, like, and acknowledge items to signal support and promote engagement

## Habit Loop

Two Excellent Reads

