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## Breaking bad news guidelines 2018

Picture: ShutterstockAs as some people hate to admit it, people aren't perfect. We know what to do — such as exercise, eat well and sleep — but we don't always count. And sometimes what begins as an occasional supervision, slip or coping mechanism becomes a complete bad habit. The good news is that it's perfectly possible to kick your bad habits, and we're here to help you with that. Identify the behavior you want to changeTo think you have bad habits is not enough: you need to know exactly which behaviors you want to change. Over at Psychology Today, Robert Taibbi, an licensed clinical social worker writes: Should you first the habit-breaking process by thinking in terms of specific, achievable behaviors — such as not dumping your shoes in the living room, but putting them in your closet? not eating in front of the TV, but at the dining room table; Going for half an hour runs five days a week; sending your friend a free text once a day instead of sending him anything or negative. Search the cement. In other words, go knowing exactly what it is that's going to work. Fine yourself for any offense Make a bad habit a little more painful and can ditch it for good. Money is a great incentive so you can use the swear jar method or pay your friends \$1 every time you catch you doing this thing you want to stop doing. It works the other way too: Reward yourself to beat your habit every day. The 21Habit app rewards or punishes you a dollar a day for 21 days of commitment to a habit. G/O Media can get a commissionAntie what triggers your bad habitsAnd how we make decisions is the key to conquering all kinds of bad habits, including those related to money. Often, we repeat bad habits without even realizing that we do them. There are five clues that usually contribute to any bad habit, though, and knowing them can help us learn what's behind these behaviors. Bad money habits can be hard to break. You decide to put something on a credit card once, and... Read moreGo slowly and make tiny changesDing better new habits takes time and effort, but breaking established bad habits can be even harder. So be patient with yourself and instead of making dramatic adjustments, try focusing on one habit and the smallest steps you can take to cheat your inner cave man. With food and diet, for example, small changes such as reducing a sugar pack or changing cream in the Your low-fat milk can make a big difference in the long run and can inspire additional small but significant changes. It's that time of year when we all start making New Year's resolutions, which is a fancy way... Read moreSpind a month thinking about your habit before taking actionYou may be itching to get rid of this habit now, but as mentioned above, it takes time. Before you start trying to change a habit, consider detailing it for a month first, listing every reason you want recording every time you catch yourself doing it, and so on. You could be better prepared to conquer the habit after this preparation. Remind your future self to avoid bad habitsYing with the best intentions, we fall into bad habits when our willpower fades. You may only promise to have two drinks when you go out with

friends, for example, but forget that promise completely once you enter the bar. Try setting up reminders in your calendar for yourself for your weakest moments. Future, less-hungover self will thank you. Find a better reason to quitYes, we know we don't have to smoke or eat fast food every day, but that awareness itself may not be enough for us to kick the habit. As Elliot Berkman, Ph.D., director of the University of Oregon Social and Emotional Neuroscience Lab tells Time: Even if you replace a bad habit with a better one, sometimes the original vice president will have a stronger biological reward than his surrogate. So, for example, in addition to thinking you should quit smoking because it will be better for your health, you can motivate yourself better to do it because it can help you become more active and enjoy hiking in a way you haven't been able to before. Change your environment Over time, if you do the same behaviors in the same place, your environment can become a trigger—sometimes too thin to notice. If you go for smoke breaks in your office parking lot, the parking lot itself can become a cue to smoke. Change your surroundings even in the smallest way. The 20-second rule can also help: Make bad habits take 20 seconds longer to start. For example, move the junk food in the back of the cupboard to its less affordable, and plant some healthy snacks ahead. In this scenario, you're relying on your laziness to settle for what's closest to your mouth. We know that different types of triggers can make us go back to certain habits, but... Read moreCoach yourself from bad habitsLifehacker graduate Adam Dachis used a camera to break his bad habits, recording why he wanted to break them every day and effectively workout himself to stop nail biting and make other bad habits. Now, seven years after his original article, most people can easily get videos with their phones, making this strategy even more accessible than before. It may seem a little strange at first, but it could work for you, too. Be kind and patient with yourself already established, changing bad habits does not happen overnight, so try not to get upset or disappointed with yourself when the process takes time. As Taibbi points out, it takes a while for your brain to form new connections and to start a new pattern of behavior. Don't punish yourself because it doesn't happen right away. Also, don't knock yourself up when you have an inevitable slip-up, and don't use it as a rationale for quitting, Taibbi adds. Do a review when you have a bad relapse habitSeal it's you're going to have bad days. Failures are normal, and we have to wait for them. Wait. a plan to get back on track and use relapse as a way to understand what happened and how you can avoid it next time. If you're trying to build a new habit, chances are you're going to break it. More than once. And... Read moreCreate an If-Then planHabits are loops that we repeat automatically. A slogan activates our routine, we get the reward from it, and then repeat. An If-Then plan can help you disrupt this cue-routine-reward system and replace bad habits with good ones. Just remember to keep your plan as simple as possible. This flowchart can help you restart your habit and create the If-Then plan. We all have one or two habits that we'd like to break — or habits we'd like to start — but we can't... Read moreTrain yourself to think differently about your bad habitsYing if we hate a habit we make, like smoking or biting our nails, we tend to continue to do them because they provide us with some kind of satisfaction or psychological reward. Grab yourself thinking of any positive thoughts or feelings about your bad habits and restructure them to remind you of the negative aspects. In other words, in this case it's good to think like a hateful. This story was originally published on 3/28/15 and updated on 10/8/19 to provide more detailed and current information. Here's some bad news: You're probably delivering bad news the wrong way. Every company, team and manager makes failures, and it's always someone's job to reveal the bad news to others. But the way to talk about even the hardest turns for the worse is not just to put a false positive spin on what went wrong and what it means. Keep the negatives in a quarter or, at most, a third of the conversation. Sharing optimistic stories is easy, after all. We like to give and receive praise. So it makes sense because some leaders tend to downplay the consequences of bad news or withhold it altogether until it's too late. Instead, there are ways to have difficult conversations with your team that leave them with an accurate handle on events while still motivating everyone to take the initiative and bounce back. Here are some tips.1. Limit negative language when discussing failures with your team, be careful not to use negative expressions-as you may not or may not-that sounds too categorical. For example, instead of announcing, I can't get the budget for this project, try, Our current funding levels mean we should all be more resourceful, starting the project we are currently working on. Both carry the predicament accurately, but one frame is like a dead end, while the other points the way forward. This also applies to news about individuals. Instead of saying, I won't be promoting you in this new post, you can just say, I've been thinking about it, and keeping you in your current role makes more sense to me right now. Between the lines, it's the difference between, sorry, deal with it! and this is where things have the moment, but they can change. Another word to because it's no-like in there's no way, no problem, it's not good, that's a no, or I have no idea. Instead, use yes and other positives like, yes, there's a way to do it and I have an idea of how to work through it. Instead of talking about 'problems', we are talking about 'challenges'; instead of obstacles, opportunities. Again, that doesn't mean cloaking bad news into euphemisms—it means focusing on their consequences and your collective response to them.2. Make sure it's not personal. Most directors know it's completely unprofessional to say a direct report, that was stupid of you, but many express their displeasure with phrases like, let me down or let me down. Fair enough-you're only being honest. But don't forget that these expressions can still hurt people and make it harder for them to do better. They discreetly brand people as unreliable and shatter the very self-confidence they will need to do better next time. Personal insults, however watered down, are counterproductive. Most of the time you will end up with angry team members operating well below their capabilities. That doesn't mean cloaking bad news into euphemisms—it means focusing on their consequences and your collective response to them. Don't throw darts at other people who aren't in the room. It can be tempting to find a target to criticize when things go wrong (and sometimes it's really your client's fault), but if you unload the blame on others, it will immediately underestimate your team's ability to take ownership and fix the problem. Saying that a customer who did not accept your team's proposal is a jolt or power hungry gives a bad example to organizations where collaboration is paramount.3 Spend more time in the High GroundThink of each conversation as it covers a certain amount of ground. It's ok to spend some time wandering around on low ground, but you'll want to shuffle up to the heights eventually-and loiter there more. During difficult times, the negative tends to dominate, getting bigger and bigger as everything rolls downhill. This is another reason why leaders need to keep the negatives to a minimum and keep the debate firmly rooted in the highest ground. Of course, you want to be open and transparent if there is a problem. State the situation as clearly as you can (without being critical), but once you've identified the issue, focus on solutions, teamwork, collaboration, and what the future might look like if you work together. When you create your message, start with the negative and finish with the positive. is a good rule: Keep the negatives in a quarter or, at most, a third of the conversation. And don't let the others pull you back into the weeds. Your team members may need to express their frustration and pessimism at first, but it's your job as their boss to help everyone pull themselves up from their bootstraps. By the end of the debate, all parties should be looking ahead.4. forward.4. In An UpsideWhen crafting your message, start with the negative and end with the positive. You could say, last year was difficult - with our sales numbers below what we expected - but I'm sure we can make up for this loss and achieve our goals for this year. Similarly, if you're heading to a client stadium, it would be foolish to say to your boss, he's a tough customer. He's never open to any of our new products. It's better to say, this is going to be pretty hard, but I'll give it my all. Never forget to make this transition. If you're announcing layoffs, don't hit your listeners with, this is a really tough day for all of us-for you, for me, and for our company. Yes, it is! But statements like this can only make a bad situation worse: after all, is it really just as bad for people who keep their jobs as it is for those who lose them? Instead, realistically present the situation, and then move towards a solution, ending in a positive. For example, I have some discouraging news to share that will affect all of you. But I want to share it with you myself so we can work together as a team. The difference here is not dramatic-bad news is bad news-but it helps to lay the foundations of encouragement and transparency to honestly talk about what's going on and why. This is something that the best leaders always do-in good times and bad. Bad.

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