



Keep-Abandon-Invent-Reinvent (KAIR) Analysis

Description

Elite athletes, warriors, corporate executives, and other top performers almost always point to practices, activities, and habits that are integrated as part of their daily routine. Whether it's vigorous exercise, long walks to clear our heads, or a well-balanced meal, the little things we do on a regular basis ground us and allow us to thrive. During times of crisis, an established routine allows us to find regularity and comfort amidst uncertainty.

Think about your pre-COVID19 routine... What did you do on a daily basis to set you up for success? What did you find grounding and comforting? Did you struggle to establish or incorporate new elements to it?

Today we find ourselves in the middle of global pandemic. Many of us have been classified as "nonessential" and are asked to avoid leaving our homes to prevent spreading the coronavirus. Others are "essential" to our response and are working long hours under stressful and dangerous conditions. No matter where you fall, it can feel like the world has been turned upside down.

Activity

Keep-Abandon-Invent-Reinvent (KAIR) is a process for deciding how to create positive change. You can use it as an individual, in a team, or throughout an organization. It is a dynamic, adaptive version of the traditional Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis that generates immediate calls to action.

The tool has four parts:

1. **Keep** strategies or activities that are working well
2. **Abandon** strategies or activities that are a barrier to future success
3. **Invent** new solutions that have not been previously considered
4. **Reinvent** activities or solutions that could benefit from improvement

Think about your pre-COVID19 routine... What did you do on a daily basis to set you up for success? What did you find grounding and comforting? Did you struggle to establish a routine or incorporate new elements to it?

Now think about your present working situation during this pandemic and "social distancing" measures. Are you now telecommuting for the first time? Are you prohibited from leaving your home for social engagements and other activities such as hitting the gym? Is your house full of family members including small children requiring care or homeschooling? Maybe you have saved an 40 minutes each way from your commute and now you are struggling how best to use that extra time.



Keep-Abandon-Invent-Reinvent Worksheet

Question	Analysis
<p>KEEP: <i>What about your routine pre-COVID19 was working? What are your "non-negotiables"? Was there anything that you were trying to integrate/develop into your routine that you can continue under present circumstances?</i></p>	
<p>ABANDON: <i>What aspect of your routine have you been <u>forced</u> to abandon due to COVID19? Is there anything that you were/are doing that no longer serves you and now is a great time to let it go?</i></p>	

INVENT: *Is there anything that you have been wanting to incorporate into your routine but have not had the time or space to work on? Do current circumstances require you to add something new to your routine?*

REINVENT: *Is there any part of your routine that is essential but maybe not possible in the same format? Is there anything that you thought you had to "abandon" but with small adjustments can continue in a new way? Is there anything that you've been doing that has felt stagnant but can now be approached in a different way?*

Taking a look at your KAIR analysis... Select from each KAIR-category one practice or element of your routine that you can today make a commit to maintain or incorporate or adapt to fit new circumstance. Be as specific and action-oriented as possible... For example:

- *I commit to keeping my 6:00 A.M. wakeup time. In order to accomplish that, I will wake up 15 minutes early each day until I reach my goal of 6:00 A.M.*
- *I commit to abandoning my overreliance on caffeine. I will only make a ½ pot of coffee tomorrow morning and continue to cut back my intake each week.*
- *I commit to learning a new skill necessary for my job. I will sign up for an e-course about it and dedicate 30 minutes each day to it.*
- *I commit to reinventing my workout routine to do from home. I will set my alarm earlier and set out my workout clothing.*

K-

1) ...

A-

1) ...

I –

1) ...

R –

1)

As you find success in creating, reestablishing or enhancing a daily routine, revisit the KAIR analysis each week to see if there are any other improvements you can incorporate. Start to think about the post-COVID19 world. How might you continue with this, no matter what the circumstances dictate?