

The Habit Tracker Example

A completed version of the tracker, filled in the way we recommend, so you can see what good use looks like before you start your own.

COMPLETED EXAMPLE

Read this first. It takes 60 seconds.

Track three habits, not ten. A full grid looks ambitious on day one and discouraging on day nine. Start with the smallest set you could keep on your worst week, then add one once the first three feel automatic.

Decide what "done" means before you start. "Exercise" is not trackable. "Walk 20 minutes, any pace" is. If you have to argue with yourself about whether a box counts, the definition is too loose.

Never miss twice. One missed day is noise. Two in a row is the start of a new pattern. When you see a single empty box, the only job tomorrow is to fill the next one, even with the tiny version.

Keep it where you will see it. A tracker in a drawer tracks nothing. Tape it inside a cupboard door, next to your toothbrush, or on the fridge.

MARKING SYSTEM

✓ done • ○ missed • leave blank for days that have not happened yet. Some people shade a box with a tiny version so they can see the difference later. That works too.

WHAT IS INSIDE

Four tools, one job each

Habit design cards (page 3). Fill these in before you track anything. They turn a vague intention into a cue, a tiny version, and a plan for the day it goes wrong.

Monthly tracker (page 4). The 31-day grid. Best for spotting streaks and the days of the week you tend to drop off.

Weekly tracker (page 5). Room for up to eight habits with a "done means" column. Best if you are rebuilding a routine from scratch and want to see each week on its own.

Monthly review (page 6). Ten minutes at the end of the month. Keep, adjust, or drop each habit, on purpose, instead of letting it fade.

STEP 1

Habit design cards

Anchor each habit to something you already do every day. The tiny version is what you do on a bad day so the chain survives.

HABIT 1

The habit	<i>Walk 20 minutes</i>
After I...	<i>pour my first coffee</i>
Tiny version	<i>Shoes on, walk to the corner</i>
Done means	<i>Out the door, any pace</i>
If this goes wrong	<i>If it rains, 20 min of stairs at home</i>

HABIT 2

The habit	<i>Read 10 pages</i>
After I...	<i>get into bed</i>
Tiny version	<i>One page</i>
Done means	<i>Book, not phone</i>
If this goes wrong	<i>If I'm wiped out, one page still counts</i>

HABIT 3

The habit	<i>Phone off by 10pm</i>
After I...	<i>the dishwasher goes on</i>
Tiny version	<i>Phone to the kitchen drawer</i>
Done means	<i>In the drawer, not on silent</i>
If this goes wrong	<i>If I need an alarm, use the old clock</i>

Monthly habit tracker

Month

October

Focus this month

Sleep and energy

HABIT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<i>Walk 20 minutes</i>	✓	✓	✓	○	✓	✓	✓	✓	✓	✓	○	✓	✓	✓	✓	✓	✓	○	✓	✓	✓	✓	○	✓							
<i>Read 10 pages</i>	○	✓	✓	✓	✓	✓	✓	✓	○	✓	✓	✓	✓	✓	✓	○	✓	✓	✓	✓	✓	○	✓	✓							
<i>Phone off by 10pm</i>	✓	✓	✓	✓	○	✓	✓	✓	○	✓	✓	✓	○	○	✓	✓	✓	✓	○	✓	✓	✓	○	✓							
<i>Water with breakfast</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	○	✓	✓	✓	✓	✓	✓	✓							
<i>Stretch 5 minutes</i>	✓	○	✓	✓	○	✓	✓	○	✓	○	✓	✓	○	✓	✓	○	✓	✓	○	✓	✓	○	✓	○							

NOTICE THE PATTERN

Two misses in a row on the phone habit (the 13th and 14th, a work trip). The fix was not more willpower, it was packing the old alarm clock. The habit recovered on day 15.

Weekly habit tracker

Week of

Oct 21

One word for this week

Steady

HABIT	DONE MEANS	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
<i>Walk 20 minutes</i>	<i>Out the door, any pace</i>	✓	✓	✓	✓	✓	○	✓	<i>6/7</i>
<i>Read 10 pages</i>	<i>Book, not phone</i>	✓	✓	○	✓	✓	✓	✓	<i>6/7</i>
<i>Phone off by 10pm</i>	<i>In the drawer</i>	✓	✓	✓	○	✓	✓	○	<i>5/7</i>
<i>Water with breakfast</i>	<i>Full glass, before coffee</i>	✓	✓	✓	✓	✓	✓	✓	<i>7/7</i>
<i>Stretch 5 minutes</i>	<i>Floor, after brushing teeth</i>	✓	○	✓	✓	✓	○	✓	<i>5/7</i>

What made it easy

Shoes by the door the night before

What got in the way

Saturday plans ran late, skipped stretch

Next week I will

Do the tiny version on busy days

Monthly review

Ten minutes, last day of the month. Every habit gets a decision.

HABIT	DAYS	WHAT I LEARNED	KEEP / ADJUST / DROP
<i>Walk 20 minutes</i>	<i>20/24</i>	<i>Mornings work, evenings never</i>	<i>Keep</i>
<i>Read 10 pages</i>	<i>20/24</i>	<i>Easy once the phone is gone</i>	<i>Keep</i>
<i>Phone off by 10pm</i>	<i>18/24</i>	<i>Travel breaks it</i>	<i>Adjust</i>
<i>Water with breakfast</i>	<i>23/24</i>	<i>Automatic now</i>	<i>Drop tracking</i>
<i>Stretch 5 minutes</i>	<i>15/24</i>	<i>Too many habits at once</i>	<i>Adjust</i>

Biggest win *Sleeping better by week three*

Add next month *Nothing new. Lock in the phone habit.*

WHEN TO STOP TRACKING

Once a habit happens without the tracker reminding you, for most of a month, retire it from the sheet. That frees a row for the next one.