CREATING YOUR DAILY MICRO-ROUTINES
WORKSHEET

Micro-routines are small, intentional habits that you incorporate into your daily life to enhance productivity, well-being, and overall satisfaction. This worksheet will guide you through the process of identifying and establishing three micro-routines tailored to your goals and preferences.

#1 Identify Your Focus Areas:

List three areas of your life you want to improve or enhance through micro-routines (e.g., health, productivity, mindfulness).

01.

02.

03.

#2 Set Clear Objectives:

Define a specific and achievable objective for each focus area. What do you want to accomplish or improve?

04.

05.

06.

#3 Analyse Your Current Routine:

Reflect on your existing daily routine. Identify pockets of time or activities where you can seamlessly integrate micro-routines.

Morning Routine:

-
-
-
-
-

Afternoon Routine:

-
-
-
-
-

Evening Routine:

-
-
-
-
-

#4 Choose Micro-Routines:

Based on your objectives and current routine analysis, select a micro-routine for each focus area.
Ensure they are simple, achievable, and align with your lifestyle.

Micro-Routine: / **When to Implement:**

Focus Area 1:

Micro-Routine: / **When to Implement:**

Focus Area 2:

Micro-Routine: / **When to Implement:**

Focus Area 3:

CREATING YOUR DAILY MICRO-ROUTINES
WORKSHEET

#5 Track Your Progress:

Develop a simple tracking system to monitor your consistency and progress with each micro-routine.

	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
Focus Area 1:	✓ / ✗						
Focus Area 2:	✓ / ✗						
Focus Area 3:	✓ / ✗						

#6 Reflect and Adjust:

Periodically reflect on your micro-routines. Are they contributing to your goals? Are there adjustments needed?

What benefits have you noticed?	Are there challenges or obstacles?	Is there a need for modification?

#7 Celebrate Success:

Acknowledge and celebrate your achievements, no matter how small. Share your progress with someone to reinforce your commitment.

Treat yourself to a small reward.	(tick) ☐ Yes ☐ No		
Share your success with a friend or family member.	(tick) ☐ Yes ☐ No		
Reflect on the positive impacts in a journal.	(tick) ☐ Yes ☐ No		

Remember, micro-routines are about gradual improvement.
Consistency is key, and small changes can lead to significant transformations over time. Enjoy the journey!