

# Productivity Habits Worksheet

Practical tools to track your habits, stay focused, and build lasting routines.

# Productivity Habits Worksheet

Use this worksheet to track, reinforce, and reflect on your daily habits for better productivity.

## Daily Habit Tracker

Habit	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Habit 1	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Habit 2	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Habit 3	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Habit 4	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Habit 5	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Habit 6	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Habit 7	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Habit 8	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

## Morning Routine

- Wake up at a consistent time
- Avoid phone/screens for first 30 minutes
- Hydrate (drink a glass of water)
- Plan top 3 priorities for the day
- Move your body (stretch, walk, exercise)

## Evening Reflection

<input type="checkbox"/> What went well today?
<input type="checkbox"/> What could I improve tomorrow?
<input type="checkbox"/> Did I complete my top 3 priorities?
<input type="checkbox"/> What am I grateful for today?

## Weekly Review

<input type="checkbox"/> Biggest accomplishment this week:
<input type="checkbox"/> Biggest challenge this week:

<input type="checkbox"/> 1 habit I want to double down on:
<input type="checkbox"/> 1 habit I want to improve or replace:
<input type="checkbox"/> Focus for next week: