

Instructions for the PFL Monthly Habit Tracker

1. First write the name of the month on the top line. Next, think about what habits you'd like to form this month. It's a good idea not to bite off more than you can chew (I should know) so please don't feel that you have to start with eight habits. Maybe just 2 – 5 would be more doable. Write a brief description of each habit in the boxes on the left under "habit".
3. Next, think about *how* you want this habit to happen. Try your best to make it super-realistic for you. Write a more detailed description in the bottom chart on the left-hand side under "habit details." For example, maybe in the top chart you write, "Take my dog for a walk" and then in the bottom chart you write "walk to the post-office twice a week and just around the block the other times". This will help you remember the specifics of your goals.
4. Now think about *how often* you want this habit to happen. Would it be realistic to do it daily or would it be better to do it every other day or even once a week? You decide what's doable—something that stretches you a bit from where you are now, but not too much so that it exhausts you. Also, even for daily habits, it can be wise to give yourself a break for a few of the days—for example, the weekends. You can scratch out the days, if you want, in which you want to take a break, or you can circle the days (especially if it's only once or twice a week) that you DO want to complete your goals.
5. Since you will be putting a check mark in the upper chart for each day you complete your habit, add up how many check marks that would be if you met 100% of your goals. So, if you want to walk your dog every other day and take a break for weekends (maybe someone else can walk it those days), that would equal about 13 checkmarks.

But don't write that # down yet. It's time to give yourself even more grace. Take away a few more checkmarks and think about what would be more realistic for you, given that you aren't perfect and your days can be messy. How about 10 check marks for that habit? You decide what you think would be good for you. Write that number for the habit in the lower chart under "# of checkmarks".
6. Now write a small (or large) reward that you could give yourself if you reach that number of check marks. If just doing it will be reward in itself, then at least celebrate "inside". But if completing these habits is not necessarily going to be super-enjoyable for you, maybe reward yourself with a (dark?) chocolate bar or a leisurely bath (or whatever would be worth it to you).
7. Finally, if you miss a few days (of completing your habits or of just remembering to check them off) and are starting to feel de-motivated, don't worry—I think we all feel that way after awhile. Maybe take a break for a day or two and then get back to it. Perhaps you need to erase your "number of checkmarks" and make it a smaller # so that you can still feel motivated to continue to work on the habit 😊 There's no shame in this—at least you are making progress, right? You can always add the habit to the next (or a future) month and try again. Maybe you need some more accountability, a more realistic goal, more encouragement, a creative idea to help you—or all of the above!
8. If you have any other suggestions for using this habit tracker effectively, let me know. It isn't easy to start new habits, and there are almost definitely going to be road bumps along the way, but hopefully it will begin to help you "track" better with your habit goals and make some good progress.
9. Celebrate no matter how little your progress. Give yourself credit for whatever efforts you made and know that it is making a difference.

Monthly Habit Tracker

Month: _____

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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	
A.																																
B.																																
C.																																
D.																																
E.																																
F.																																
G.																																

Habit Details:	# of Checkmarks	REWARD ☺
A.		
B.		
C.		
D.		
E.		
F.		
G.		