
FREE GUIDE 02 / FOLLOW THROUGH

Small Wins System

Choose one thing. Take a small action. Notice what helps you continue.

A seven-day practice for turning a meaningful priority into an action that fits real life. Start with a few minutes of planning; keep the daily check brief.

01 ONE THING

Choose one priority for the week. Give it a reason that matters to you.

02 SMALL ACTION

Choose a specific action you can repeat. Give it a smaller version for a difficult day.

03 DAILY CHECK

Record what happened honestly: done, smaller version, or not today.

04 NAME THE WIN

Notice an action, a return, or something useful you learned. Then choose your next step.

SEE IT IN EVERYDAY LIFE

Priority: Connection. Action: Send one thoughtful message after lunch. Smaller version: Send a brief hello.

Win: I reached out instead of waiting for the perfect moment.

A missed day is information. Return at your next opportunity.

SET UP / ABOUT FIVE MINUTES

Build your starting point.

Keep one default action for the week. Adjust it if real life asks you to.

If you used the Human Performance Check-In, bring over your chosen priority. Otherwise, choose one area where a small step would matter.

Start date

My one priority this week

Why it matters to me

My small action - something I can actually do

After / when / where I will do it

My smaller version for a difficult day

One likely obstacle + how I will make starting easier

Aim for a manageable action. Finishing more is optional.

PRACTICE / SEVEN HONEST CHECK-INS

Your seven-day record

Mark D = done, S = smaller version, or N = not today. Choose one each day.

Record a win or lesson. Learning counts as learning; record action honestly.

DAY 1 Begin: make the first step easy.

☐ D ☐ S ☐ N

DAY 2 Repeat: the same small action is enough.

☐ D ☐ S ☐ N

DAY 3 Ease: remove one obstacle.

☐ D ☐ S ☐ N

DAY 4 Return: adapt to the day you have.

☐ D ☐ S ☐ N

DAY 5 Notice: what is helping you repeat?

☐ D ☐ S ☐ N

DAY 6 Protect: make room for the action.

☐ D ☐ S ☐ N

DAY 7 Review: choose what comes next.

☐ D ☐ S ☐ N

A return is a useful step. You do not need to start the whole week again.

REFLECT / KEEP WHAT WORKS

Make the next week yours.

Use your record to learn. Seven days gives you a starting point to build on.

One action or return I want to recognize

What helped me begin or repeat the action?

What got in the way - and what did I learn?

For next week: keep, make smaller, or change? Why?

My next action + when I will do it

YOUR NEXT STEP

Repeat the tracker for another week. If your priority has changed, use the Human Performance Check-In to choose what needs attention now.

Small wins can include doing the action, returning after a gap, and learning how to make the next step more workable.

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