RESOURCE 02 / EVERYDAY PRACTICE

Small Wins System

One thing. Small action. Daily check. A win worth noticing.

A seven-day practice for turning a good intention into something you can actually do. Keep the action small enough for an ordinary day.

01 One thing

Choose one focus for the week. If you used the Human Performance Check-In, bring your chosen priority with you.

02 Small action

Pick a clear action you can repeat. Aim for 2-10 minutes, or one simple move. Make a smaller version for days with less capacity.

03 Daily check

Record done, smaller version, or not today. Notice what helped or got in the way, without judging yourself.

04 Name the win

Write one thing worth recognising: an action, a useful adjustment, or something you learned. Close the week with a kind review.

START WHERE YOU ARE

Set up your week on page 2. Track all seven days on page 3. Review and reuse the daily card on page 4. A missed day does not erase your effort.

Type into the fields or print and write. Save a fresh copy for each week. A personal practice guide, not a clinical program. © Adder Industries. For personal use.

01 / SET UP YOUR WEEK

Make the next step easy.

Choose one focus and keep the action specific enough to recognise when it is done.

EXAMPLE / MORE CONNECTION

One thing: Make room for connection.
Small action: After lunch, send one thoughtful message to a friend.
Smaller version: Send a short hello.

My one thing for this week

Why this matters to me

My small action: what I will actually do

My cue: when and where I will do it

My smaller version for a difficult day

Start date

Review date

Make it easier: prepare what you need, remove one obstacle, or ask for practical support.

02 / SEVEN DAYS OF PRACTICE

Small steps, made visible.

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

Add a brief note: a win, what helped, or what you learned. Keep the same focus all week.

DAY 1 Begin with the easiest version. ○ D ○ S ○ N

Win / learning

DAY 2 Repeat it without adding more. ○ D ○ S ○ N

Win / learning

DAY 3 Remove one small obstacle. ○ D ○ S ○ N

Win / learning

DAY 4 Work with the day you have. ○ D ○ S ○ N

Win / learning

DAY 5 Notice what is getting easier. ○ D ○ S ○ N

Win / learning

DAY 6 Protect a little time for your action. ○ D ○ S ○ N

Win / learning

DAY 7 Name what you want to carry forward. ○ D ○ S ○ N

Win / learning

Not today? Return at your next opportunity. If the action keeps feeling too large, simplify it.

03 / REFLECT & CONTINUE

Keep what works.

Take five minutes to notice progress and choose a kind next step.

One win from this week

What helped me follow through? What got in the way?

For next week, I choose to:

- Keep
- Simplify
- Change

My next small action + when I will do it

Your reusable daily card

Date

One thing

Today's small action

- Done
- Smaller version
- Not today

A win or something I learned