

← QUICK →
WIN
SYSTEM

**COMPANION
WORKBOOK**

**Practical Worksheets
to support your
Quick Win Journey**

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QUICK WIN TOOLS AND TEMPLATES

Practical Worksheets to Support Your
Quick Win Journey

Sherlock Hill

Companion Workbook to
Quick Win System: The Science of Small Victories and Unstoppable Momentum

WELCOME TO YOUR QUICK WIN TOOLKIT

This worksheet provides ready-to-use templates to support your quick win journey. Print these pages, copy the formats, or adapt them to your digital systems. The key is to choose tools that feel simple and sustainable rather than overwhelming.

QUICK WIN DESIGN WORKSHEET

Use this worksheet to design your first quick win or refine existing ones.

Step 1: Target Area Identification

- What area of your life do you want to improve?
- Health and Fitness
- Learning and Development
- Relationships
- Organization and Productivity
- Mental Health and Mindfulness
- Financial Health
- Home and Environment
- Other: _____

What specific outcome are you hoping for in this area?

Step 2: Current State Assessment

What's your current situation in this area?

What's the biggest challenge you face here?

What have you tried before that didn't stick?

Step 3: Quick Win Brainstorming

List 5-10 small actions you could take toward your goal:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

8. _____

9. _____

10. _____

Step 4: MICRO Framework Evaluation

For each potential quick win, rate Yes/No:

Option: _____

- Minimal effort required? (Can you do it on your worst day?)
- Immediate feedback possible? (You'll know if you succeeded?)
- Completable in 2 minutes or less?
- Relevant to your larger goal?
- Obviously successful when completed?

Step 5: Final Selection and Trigger Design

Your chosen quick win: _____

Your trigger:

After I _____,

I will _____

in/at _____.

Why this quick win matters to you:

Step 6: First Week Planning

Potential obstacles and solutions:

Obstacle: _____

Solution: _____

Obstacle: _____

Solution: _____

Day 1 scheduled time: _____

Day 1 scheduled location: _____

30-DAY TRACKING CALENDAR

Create a simple calendar for each month using this format:

MONTH: _____ YEAR: _____

QUICK WIN: _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Mark an X, checkmark, or star in each box when you complete your quick win. Don't mark anything for missed days—just continue with the next day.

WEEKLY REFLECTION TEMPLATE

Copy this template and complete it every Sunday evening:

Week of: _____

This Week's Quick Win:

Completion Rate:

Days completed: ___ out of 7

Percentage: _____ %

What Went Well:

Challenges I Encountered:

How I Handled Challenges:

Changes I Notice:

In my mood: _____

In my energy: _____

In my confidence: _____

In other areas: _____

Adjustments for Next Week:

One Thing I'm Proud Of:

QUICK WIN CHAIN PLANNING TEMPLATE

Use this template once you're ready to connect multiple quick wins:

Existing Quick Win (Your Anchor):

Time/Location it Currently Happens:

Potential Second Action (Must Flow Naturally):

Option 1: _____

Option 2: _____

Option 3: _____

Selected Chain Sequence:

First: _____

Then: _____

Finally: _____

Total Time for Complete Chain:

Estimated: ____ minutes

Chain Trigger:

After I _____,

I will [complete entire chain] and then _____.

Test Week Plan:

I will try this chain for ____ days starting _____

If it feels too long/difficult, I will: _____

DAILY QUICK WIN LOG

For people who prefer more detailed tracking:

Date: _____

Today's Quick Win: _____

Completed? Yes No

Time Started: _____ Time Finished: _____

Energy Level Before (1-10): _____

Energy Level After (1-10): _____

Mood Before: _____

Mood After: _____

Challenges Faced: _____

What Made It Easier: _____

Other Positive Actions Today: _____

Tomorrow's Commitment: _____

RESTART PROTOCOL CHECKLIST

Use this when you get off track:

Step 1: Acknowledge Without Judgment

"I notice I haven't done my quick win for _____ days."

(Not: "I'm terrible at this" or "I've failed")

Step 2: Identify What Happened

What circumstances led to missing days?

- Schedule disruption
- Travel/unusual routine
- Illness
- Stress/overwhelm
- Lost motivation
- Forgot completely
- Other: _____

Step 3: Adjust if Needed

What would make success more likely?

- Different time of day
- Different location
- Stronger trigger
- Smaller action
- Better preparation
- Remove obstacles
- Other:

Step 4: Restart Immediately

I commit to doing my quick win today at:

Time: _____ Location: _____

PROGRESS MILESTONES TRACKER

Use this to celebrate your progress:

Quick Win: _____

- Day 1:** First completion - Momentum begins!
- Day 3:** Three days in a row - Building rhythm
- Week 1:** Seven days complete - Proving consistency
- Day 10:** Double digits - Serious commitment
- Week 2:** Fourteen days - Habit forming
- Day 21:** Three weeks - Neurological change
- Day 30:** One month - Transformation proof
- Day 50:** Major milestone - Lifestyle integration
- Day 100:** Three months - Permanent change

Celebration Ideas:

Small celebration (Day 7): _____

Medium celebration (Day 21): _____

Big celebration (Day 30): _____

TRANSFER EFFECT OBSERVATION LOG

Track how your quick wins affect other areas:

Primary Quick Win: _____

Week 1 Observations:

Changes in confidence: _____

Changes in other habits: _____

Changes in mood/energy: _____

Other positive changes: _____

Week 2 Observations:

New behaviors I've started: _____

Improved performance in: _____

Better relationships because: _____

Other transfer effects: _____

Week 3 Observations:

Bigger challenges I'm tackling: _____

Identity shifts I notice: _____

How others see me differently: _____

Unexpected improvements: _____

Week 4 Observations:

Long-term changes I want to maintain: _____

New areas I want to address: _____

How I see myself differently: _____

Evidence of lasting transformation: _____

QUICK WIN TROUBLESHOOTING GUIDE

Problem: I Keep Forgetting

- Make trigger more obvious
- Set phone reminder for first week
- Put visual cue in environment
- Attach to stronger existing habit
- Choose different time when more alert

Problem: I Don't Feel Motivated

- Remember why this matters to you
- Make action even smaller
- Focus on identity, not just behavior
- Review progress you've already made
- Connect with someone else working on habits

Problem: It Feels Too Easy/Pointless

- Trust the process for full 30 days
- Remember goal is consistency, not intensity
- Look for transfer effects in other areas
- Consider this foundation for bigger changes
- Focus on identity shift, not just the action

Problem: My Schedule Keeps Changing

- Create multiple trigger options
- Practice minimum viable version
- Build location independence
- Focus on pattern rather than specifics
- Prepare for travel/unusual days

Problem: I Missed Several Days

- Use restart protocol immediately
- Don't restart count - just continue
- Remember 80% is still excellent
- Identify what disrupted you
- Adjust system based on learning

MONTHLY QUICK WIN REVIEW

Complete this at the end of each month:

Month: _____ Year: _____

Primary Quick Win: _____

Completion Statistics:

Total possible days: _____

Days completed: _____

Success rate: _____%

Longest streak: _____ days

Biggest Wins:

Most Important Learning:

Changes I Notice in Myself:

How Others Have Noticed Changes:

Next Month's Plan:

- Continue same quick win
- Expand current quick win
- Add second quick win
- Switch to different area
- Focus on specific refinement

Next Month's Quick Win:

Why This Next Step Makes Sense:

A FINAL REMINDER

These tools are meant to serve you, not complicate your life. Choose the ones that feel helpful and ignore the rest. The most sophisticated tracking system is worthless if you don't use it consistently. Start with the simplest version that keeps you connected to your progress and motivated to continue.