

Smarter Faster Better

by Charles Duhigg

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

☐ 01

Add choice to a stale task

Take one obligation and decide the order, method, location, or first move yourself. Use choice to restart agency.

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MON TUE WED THU FRI SAT SUN

☐ 02

Write a mental model

Before a complex block, write what you expect to happen in the next three steps. Focus improves when the mind has a map.

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MON TUE WED THU FRI SAT SUN

☐ 03

Pair stretch with SMART

Choose one ambitious goal and write the next measurable action, owner, deadline, and success condition.

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☐ 04

Define one team norm

For a group you work with, write one norm that would improve safety or clarity: turn-taking, dissent, summaries, or decisions.

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MON TUE WED THU FRI SAT SUN

☐ 05

Make the first choice visible

Start one task by deliberately choosing the first small action. Say why that action is the entry point.

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MON TUE WED THU FRI SAT SUN

☐ 06

Run a two-minute debrief

After one work block, ask what happened, what surprised you, and what the next model should predict.

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MON TUE WED THU FRI SAT SUN

☐ 07

Teach one lesson back

Explain one thing you learned today in your own words. Processing turns information into usable knowledge.

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