



Morning Routine Workbook

Design your morning

General information, not medical advice.

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Routine builder

List each step and its minutes. Work back from the time you leave.

I leave or start at

Sleep I need (hours)

#	Step	Minutes	Start time
1			
2			
3			
4			
5			
6			
7			
8			
	Buffer		
	Total / wake-up time		
	Bedtime		

Evening reset

Ten minutes the night before.

Tonight		Done
☐	Clothes laid out	
☐	Bags and lunches packed	
☐	Keys, wallet and phone charger in one spot	
☐	Kitchen counter clear	
☐	Breakfast and coffee set up	
☐	Tomorrow's top three tasks written	
☐	Alarm set; phone charging outside the bedroom	

Two-week tracker

Tick each morning you followed your routine.

Habit	M	T	W	T	F	S	S
Evening reset	☐	☐	☐	☐	☐	☐	☐
In bed on time	☐	☐	☐	☐	☐	☐	☐
Up with the first alarm	☐	☐	☐	☐	☐	☐	☐
Curtains open	☐	☐	☐	☐	☐	☐	☐
Breakfast	☐	☐	☐	☐	☐	☐	☐
Out on time	☐	☐	☐	☐	☐	☐	☐
Week 2	M	T	W	T	F	S	S
Evening reset	☐	☐	☐	☐	☐	☐	☐
In bed on time	☐	☐	☐	☐	☐	☐	☐
Up with the first alarm	☐	☐	☐	☐	☐	☐	☐
Curtains open	☐	☐	☐	☐	☐	☐	☐
Breakfast	☐	☐	☐	☐	☐	☐	☐
Out on time	☐	☐	☐	☐	☐	☐	☐

Weekly plan

Spot the early starts and late nights.

Day	Leave at	Wake at	Bedtime	Notes
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				



What worked

Adjust after two weeks.

What made mornings easier

What got in the way

One change to try next

Steps I can drop on rushed days

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