



EXCELLENCE
CANADA

improving performance, recognizing excellence • améliorer le rendement, reconnaître l'excellence

Habit Tracker Templates

WELLNESS DESIGNED FOR YOU

This resource provides customizable habit tracking tools that employers can use to support employee wellbeing, healthy habit development, and participation in Canada's Healthy Workplace Month.



Building Healthy Habits in the Workplace

Habit tracking is one of the most practical tools available to workplace wellness programs. When employees take a few moments each day to mark their progress, they stay connected to their goals and build momentum over time.

WHY IT WORKS

"The secret of your future is hidden in your daily routine."

Mike Murdock
Author & Speaker

EASY TO IMPLEMENT

These templates require no training, no technology, and no special tools. Distribute digitally or in print — they work in any workplace setting.

WHAT THESE TEMPLATES SUPPORT

01 Builds Awareness

Helps employees notice patterns in their daily behaviours and understand what supports their wellbeing.

02 Encourages Consistency

A simple daily check-in builds routine and makes healthy choices easier to sustain over time.

03 Supports Goal Achievement

Tracking progress toward a defined goal keeps employees focused and motivated throughout October.

04 Promotes Reflection

Weekly and monthly review prompts help employees learn from experience and plan their next steps.

05 Easy to Implement in Any Workplace

Works for remote, hybrid, and in-person teams. Share digitally, in print, or through internal platforms.



For Employers, Managers & Wellness Champions

Distribute these templates as part of your Canada's Healthy Workplace Month activities in October 2026. Share via email, Teams, your intranet, or print for in-person distribution. No facilitation required.

How to Use These Templates

These templates are designed for maximum flexibility. Employers can distribute them digitally or in print. Below are guidelines for effective implementation.

01

Select & Distribute

- Choose the tracker format that best suits your team's needs
- Print or share digitally via email or internal platforms
- Introduce during a team meeting or wellness briefing

02

Track Progress

- Employees mark each day they complete their chosen habit
- Weekly review markers prompt regular self-assessment
- Weekend columns are visually differentiated for clarity

03

Reflect & Sustain

- Use the reflection template at month's end
- Identify barriers and plan strategies for next month
- Share anonymized insights with leadership to inform wellness strategy

INCLUDED TEMPLATES

Template A

Weekly Habit Tracker

A focused 7-day tracker ideal for building new habits. Includes space for three concurrent habits with daily check-boxes and a weekly reflection prompt.

Template B

Monthly Habit Matrix

A comprehensive 31-day tracker for sustained habit monitoring. Features weekend differentiation, weekly milestone markers, and completion metrics.

Template C

Reflection & Progress Audit

A structured reflection framework for month-end review. Guides employees through successes, barriers, and forward planning to sustain positive change.

WEEK 2 – HABIT TRACKER TEMPLATES

TEMPLATE A • WEEKLY HABIT TRACKER

EMPLOYEE NAME

DEPARTMENT / BUSINESS UNIT

WEEK OF

1

Physical Wellness

e.g., 10-minute walk, stretching, hydration goal

My habit:

MON	TUE	WED	THU	FRI	SAT	SUN

2

Mental Wellness

e.g., mindfulness break, screen-free lunch, gratitude practice

My habit:

MON	TUE	WED	THU	FRI	SAT	SUN

3

Social Wellness

e.g., colleague check-in, team lunch, mentoring session

My habit:

MON	TUE	WED	THU	FRI	SAT	SUN

WEEKLY REFLECTION

What went well this week?

What will I adjust next week?

● Consistency builds confidence. Focus on progress, not perfection.

WEEK 2 – HABIT TRACKER TEMPLATES

TEMPLATE B • MONTHLY HABIT MATRIX CANADA'S HEALTHY WORKPLACE MONTH • OCTOBER 2026

NAME _____ DEPARTMENT _____

DAYS 1 – 16	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	TOT.
Habit 1 e.g., Daily hydration goal																	/16
Habit 2 e.g., Mindful breathing exercise																	/16
Habit 3 e.g., Active walk or movement break																	/16
Habit 4 e.g., Screen-free lunchbreak																	/16
Habit 5 e.g., Gratitude or reflection practice																	/16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT.	
Habit 1 e.g., Daily hydration goal																	/15
Habit 2 e.g., Mindful breathing exercise																	/15
Habit 3 e.g., Active walk or movement break																	/15
Habit 4 e.g., Screen-free lunchbreak																	/15
Habit 5 e.g., Gratitude or reflection practice																	/15

DAYS 17 – 31

☐ Incomplete ☒ Completed ☐ Weekend ☐ Weekly milestone

MONTHLY COMPLETION SUMMARY

TOTAL HABITS COMPLETED

BEST STREAK (DAYS)

COMPLETION RATE

/ 155

%

● Mark each checkbox when you complete a habit. Review your progress at every weekly milestone (gold lines). October 2026 begins on a Thursday.

Monthly Reflection & Progress Audit

Use this page at the end of October to reflect on your habit journey. This is a personal tool. There are no right or wrong answers. Take a few minutes to acknowledge your progress and plan ahead.

NAME ----- DEPARTMENT -----

1

Successes & Achievements

Which habits did you keep up? What positive changes did you notice in how you felt at work?

2

Barriers & Challenges

What made it difficult to stay on track? Were there any recurring patterns or situations?

3

Strategy for Next Month

What one adjustment will make the biggest difference? How will you set yourself up for success?

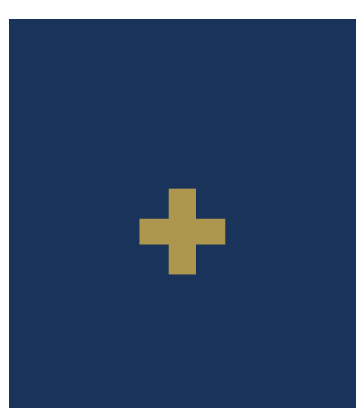
PERSONAL COMMITMENT • NEXT MONTH FOCUS

The one habit or wellbeing goal I would like to continue or start next month:

Additional Resources

Canada's Healthy Workplace Month · October 2026

Building healthy habits is one of the most impactful investments an organization can make in its people. We encourage employers across Canada to use this resource throughout October 2026 and beyond — supporting employees to lead healthier, more consistent, and more fulfilling working lives.



Excellence Canada

Canada's authority on organizational excellence, healthy workplaces, and performance standards. Access frameworks, certification programs, and employer toolkits.



Canada's Healthy Workplace Month

A national initiative held every October to celebrate and advance healthy, safe, and supportive workplaces across Canada. Download the full Employer Toolkit and explore featured activities.



CHWM 2026 Employer Toolkit

This Habit Tracker is part of the Building Sustainable Habits resources within the CHWM 2026 Employer Toolkit. Access all activities, templates, and guides for your organization.