WELLNESS IN 5

Staff Micro-Habits Initiative Kit

5 minutes or less. Built for real school days.

Energy • Mood • Focus • Movement • Hydration • Posture



- TRY THIS NOW: a quick prompt you can do immediately.
- STAFF REALITY TIP: a school-day-friendly tweak.
- BEST TRIGGER: the moment to attach the habit to.
- BACKUP COUNTS: the smallest version that still moves the needle.

Callouts you'll see:

This book uses the same language and callouts throughout so it's easy to scan during a busy day.

Style Guide (for consistent use)

Name: _____ Date: _____

I will measure progress by returning, not by perfection.

I will use the backup version when the day is chaotic.

I will choose micro-habits that fit real school days.

Wellness in 5 Pledge

- Track What Matters: return wins beat streaks.
- 5-Minute Reset Menu: choose calm, energy, focus, loosen up, or hydration + headache help.
- Backup Counts: the 10–30 second version still counts.
- Fix What You Feel: match the moment to the best first move.
- Choose Your Lane (2 minutes): pick your biggest need today.

Navigation in 30 seconds:

If you only read one section, start with the “If You Only Do One Thing…” pages. They’re designed to be printed, posted, and used on your busiest days.

How to Use This Book

Signature: _____ Date: _____

Foreword author name/title: _____

This page is intentionally written as an optional foreword space for a district leader, clinic director, or wellness champion to introduce the “why” behind Wellness in 5.

Foreword (Optional)

Wellness note: This resource provides general wellness information for educational purposes. It is not medical advice and is not a substitute for professional care. If you have a health concern, injury, or symptoms that worry you, consult a qualified health professional.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means—electronic, mechanical, photocopying, recording, or otherwise—without prior written permission of the publisher, except for brief quotations in reviews or training materials with attribution.

Copyright © 2026 _____

Version: 1.0 (Book Edition) Date: January 2026

Prepared by: _____

Prepared for: _____

Imprint & Permissions

What's inside

This kit includes a ready-to-use handbook plus printables and facilitation tools to run a simple, high-impact staff wellness initiative.

A) Handbook (core resource)

- Quick start + habit formula
- Fix What You Feel: symptom selector + flowcharts
- If You Only Do One Thing… one-pagers (printable)
- Micro-habit library by lane
- Role-based versions (teachers, admin, office, counselors, nurses, support staff)
- Accessibility options + alternatives
- 5-minute stacks for common staff moments
- Troubleshooting + FAQs
- Visual pages (posture, movement, screen reset, reset menu)
- Optional QR-linked micro audio guides (placeholders for your links/QRs)
- Real-life staff scenarios (day-in-the-life examples)
- Engagement tools: Micro-Habit Bingo + Team Challenge Board
- Workstation Setup Mini-Guide (screen/seat quick fixes)
- Build Your Personal Reset Menu (worksheet)
- Leader micro-coaching scripts (meeting openers + reset scripts)
- Test Week / Crazy Week Edition (stealth habits + survival stacks)
- Micro-Habit Pathways (5-day guided plans)
- Daily Rhythm system (Mon–Fri lane prompts)

B) Print Packet (ready to print)

- Staff lounge posters (3)
- Desk tent mini-prompts (6)
- Focus of the Week mini-posters (6)
- Tracker sheets (individual + team)
- Cut-out habit card deck (18 cards)

C) Facilitator Kit

- 10-minute launch script (staff meeting / PD)
- 4-week rollout plan
- 7/14/30-day challenge options + simple incentives
- Newsletter/email blurbs for 4 weeks
- 2-minute pulse check for quick feedback

PROGRAM LANGUAGE (USE CONSISTENTLY)
Choose your lane. Fix what you feel. Backup counts. Minimum viable win: 3 days/week. Return > streak. Downshift, don't quit.

Advanced: pre-meeting water + bottle checkpoint

Intermediate: restroom = 10 sips

Beginner: 5 sips (now)

HYDRATION ladder

Advanced: 5-minute Loosen Up stack

Intermediate: 1-minute Joint Wake-Up

Beginner: shake out (20 sec)

MOVEMENT ladder

Advanced: Reset Triangle + workstation tweak (1–2 min)

Intermediate: Reset Triangle (45 sec)

Beginner: shoulders down + exhale (10 sec)

POSTURE ladder

Advanced: 5-minute Energy Reset stack (from the Reset Menu)

Intermediate: Light + Lungs (90 sec)

Beginner: 10 calf raises (20 sec)

ENERGY ladder

Advanced: Name • Normalize • Next + 2-minute walk (3–4 min)

Intermediate: physiological sigh x2 (20 sec)

Beginner: one long exhale + shoulders down (10 sec)

MOOD ladder

Advanced: 10-minute protected block (optional; not required for Wellness in 5)

Intermediate: Single Tab Sprint (3 min)

Beginner: “Right now I’m doing: ___.” (10–15 sec)

FOCUS ladder

Use these when staff ask, “What’s next?” The goal is progression without pressure.

Skill Ladders (Beginner → Intermediate → Advanced)

Rate 1–10: energy, focus, stress, body comfort. Then answer: What helped most? What's the smallest tweak for next week?

Milestone check-in (2 minutes, end of each week)

Default trigger: after lunch = 2-minute walk + calf raises x20 + water.

Week 4: Energy + Movement (sustainable lift)

Default trigger: after a tough moment = physiological sigh x2 + Name • Normalize • Next.

Week 3: Mood (stress recovery)

Default trigger: first login = "Right now I'm doing: ___" + Single Tab Sprint.

Week 2: Focus (reduce overwhelm)

Default triggers: restroom = 10 sips; sitting down = Reset Triangle.

Week 1: Foundations (Hydration + Posture)

• Celebrate return wins (⭐) after a miss.

• Aim for 3 wins per week (backup counts).

• Pick one lane per week (or follow the plan below).

How it works:

This is a lightweight progression that builds skills without adding workload. You can run it individually or as a staff-wide challenge.

30-Day Wellness in 5 Program (optional)

A short “Selected References” list is included near the end of the book for teams who want the research and public health guidance behind these recommendations.

Where to find the evidence

The more decisions you make, the harder it is to start. That’s why this book uses a small set of defaults: Choose Your Lane → Fix What You Feel → Backup Counts.

Decision fatigue: why defaults matter

Under stress, your body shifts into “ready mode.” Slow exhales, gentle movement, and posture resets are fast ways to downshift that state and regain choice.

Stress and the nervous system (quick version)

If a habit needs perfect conditions, it won’t survive a school day. Wellness in 5 works because every habit includes a backup version for chaos days.

Friction is the enemy (and your best design lever)

• Reward: a tiny feeling of relief (looser shoulders, clearer focus, calmer breathing).

• Routine: the micro-habit (10 seconds to 5 minutes).

• Cue: a trigger that already happens (sitting down, restroom break, first login).

The Habit Loop: cue → routine → reward

Micro-habits stick because they lower friction, reduce decision fatigue, and create fast wins you can repeat —even under stress.

Why Micro-Habits Work (in plain language)

Quick Start

The goal is not a perfect routine. The goal is a better default that fits the school day.

The 3 Rules

1. **Small enough for your busiest day.** If it can't survive chaos, it won't stick.
2. **One habit + one trigger.** Attach your habit to something you already do.
3. **Backup counts.** On hectic days, the 30-second version is a win.

The Micro-Habit Formula

AFTER - THEN FORMULA
After I (trigger), I will (micro-habit) for (time). Example: "After I sit down, I will do the Posture Reset Triangle for 45 seconds."

Minimum Viable Win

If you do your micro-habit 3 days this week, you're succeeding. Consistency comes from returning, not never missing.

BACKUP COUNTS
Every habit has two versions: Standard (1-2 minutes) and Backup (30 seconds). If you are slammed, do the backup version and move on.

Choose Your Lane (2 minutes)

Circle your highest need today. Then pick one micro-habit and one trigger.

Energy	Mood	Focus
Movement	**Hydration**	**Posture**

Choose your reality (what makes wellness hard right now):

- I am constantly interrupted
- I have no privacy
- I am stuck at a desk/classroom
- I forget
- I am exhausted
- I am stressed

Fix What You Feel

Use this page when you don't want to think. Pick a row and go.

If you feel...	Best first move	Backup (counts)	Best trigger
Midday crash / dragging	Light + Lungs (90 sec)	10 calf raises	After lunch / after meetings
Foggy / scattered	Posture Triangle + 10 sips	Shoulders down + 5 sips	When you sit down
Overstimulated / stressed	Physiological sigh x2 (20 sec)	One long exhale	After a tough interaction
Procrastinating	Single Tab Sprint (3 min)	Write: "Right now I am doing: ___"	First login
Tight neck/shoulders	2-minute mobility	3 shoulder rolls	Restroom / copier
Headachey / dry	10-15 sips + posture reset	5 sips	First break
Irritable/snappy	Name - Normalize - Next (60 sec)	Unclench scan + exhale	Before next interaction
Restless from sitting	1-minute joint wake-up	Shake out 20 sec	Between tasks

TRY THIS NOW

Pick one row. Do the Standard or Backup version immediately. Then return to your next task.

Flowcharts

I have 60 seconds:

- **Stressed/amped up:** Physiological sigh x2, then shoulders down and one long exhale.
- **Tired/heavy:** Stand, do calf raises x20, then take 10 sips of water.
- **Foggy/scattered:** Posture Triangle, then write: Right now I am doing: ____.

I have 5 minutes:

- **Need calm:** 2 min breathing (long exhales) + 2 min slow walk + 1 min stretch.
- **Need energy:** 2 min brisk walk + 1 min wall push-ups + 2 min water/light.
- **Need focus:** 1 min desk reset + 3 min Single Tab Sprint + 1 min next-action line.

I keep forgetting:

- Switch to a guaranteed trigger (sitting down, restroom, first login, handwashing).
- Make the backup version embarrassingly small.
- Put a cue where your eyes go (monitor, badge, door handle, water bottle).

Staff Scenarios (Real-Life Examples)

These examples show how Wellness in 5 fits real school roles and constraints. Copy the triggers that match your day.

Scenario 4: Admin meeting overload + decision fatigue

- Best 5-minute stack: Meeting Buffer Reset (posture + breathing + water + intention note).
- Best backup (20 sec): shoulders down + write: “Next tiny step is ___.”
- Best trigger: the moment a meeting ends (standing up, leaving the room).
- Constraints: meetings, quick pivots, mental load, little decompression time.

Scenario 3: Counselor or nurse between high-emotion moments

- Best 5-minute stack: Calm Reset (breathing + walk/look far + Name • Normalize • Next).
- Best backup (20 sec): physiological sigh x1 + long exhale.
- Best trigger: handwashing, closing a note, or stepping into the hallway.
- Constraints: emotional load, limited recovery time, back-to-back support.

Scenario 2: Front office during peak parent traffic

- Best 5-minute stack: Loosen Up Reset (shoulders/neck/chest/hips + posture triangle).
- Best backup (15 sec): 1 chin tuck + 3 shoulder rolls.
- Best trigger: after each phone call or when you hang up.
- Constraints: phone calls, walk-ins, seated posture, little movement.

Scenario 1: Teacher with zero planning period

- Best 5-minute stack: Focus Jumpstart (desk reset 1 min + single tab sprint 3 min + next action 1 min).
- Best backup (20 sec): shoulders down + one long exhale + 5 sips water.
- Best trigger: bell transitions or when students begin independent work.
- Constraints: frequent interruptions, no private breaks, constant transitions.

Workstation Setup Mini-Guide (No Shopping Required)

Small setup tweaks can reduce neck/shoulder tension and headaches—making your micro-habits work faster.

The 3 Checks (30 seconds total)

- Feet: flat and supported (use a binder/books as a footrest if needed).
- Keyboard: close enough that elbows stay near your sides.
- Screen: eyes hit the top third of the screen (not looking down).

Quick Fix Table

If you notice...	**Try this 10-second fix...**
Neck tight / chin forward	Raise screen with books + do 2 chin tucks.
Shoulders creeping up	Drop shoulders + exhale; pull keyboard closer.
Low back cranky	Scoot hips back; feet supported; gentle hip flexor stretch later.
Headache during screen time	Eye Reset: look far 20 sec + blink reset 10 blinks.

Backup Counts

If you can't change anything right now: do the Posture Reset Triangle (45 sec) or shoulders down + one long exhale (10 sec).

Optional QR-Linked Micro Audio Guides

Audio increases follow-through. Add your own QR codes or internal links here (no public links required).

- 60-Second Eye + Screen Reset — QR/Link: _____
- 2-Minute End-of-Day Release — QR/Link: _____
- 3-Minute Focus Reset (single tab sprint cueing) — QR/Link: _____
- 90-Second Light + Lungs — QR/Link: _____
- 60-Second Calm Reset (breath + release) — QR/Link: _____

Tip: record these with a calm, friendly staff voice. Keep them simple and repeatable.

Build Your Personal Reset Menu (Worksheet)

This is how Wellness in 5 becomes automatic: pick the moments that show up in your day and assign a reset to each.

My Top 3 Go-To Resets

- 3) _____ (Backup: _____)
- 2) _____ (Backup: _____)
- 1) _____ (Backup: _____)

My Personal Menu

Moment	My go-to reset	Best trigger	Backup counts
Morning start			
Midday slump			
After a tough moment			
Before a meeting			
End of day			

Return Plan (because life happens)

- Minimum viable win for me this week: ☐ 3 days ☐ 4 days ☐ 5 days
- If I miss a day, I will do my backup version the next time I _____.

Leader Micro-Coaching Scripts (Make It a Norm)

Use these scripts in meetings, hallways, or quick huddles. They're designed to be brief, non-awkward, and repeatable.

15-Second Closing

"Quick check: shoulders down, one exhale. Thanks—go take care of you."

Return > Streak Encouragement

"If you missed yesterday, today is a return win. Do the 10-second version and you're back in."

After a Tough Situation (45 seconds)

"Let's reset our nervous system: two physiological sighs—inhale, tiny top-up, long exhale. Repeat. Now name it: 'I'm feeling ___.' Next tiny step: 'I'm going to ___.'"

Transition Cue (between agenda items)

"Quick reset: posture triangle for 20 seconds. Feet grounded, hips back, head tall. Great—next item."

30-Second Meeting Opener

"Before we start, let's do Wellness in 5. Drop your shoulders, take one long exhale… and take 5 sips of water if you have it. Okay—what's the win for this meeting?"

Test Week / Crazy Week Edition

This section is built for the weeks that break routines. Everything here is stealth-friendly and time-proof.

Stealth Habits for No-Break Days (10–30 seconds)

- 5 sips of water (10 sec).
- Write: “Right now I’m doing: ___.” (10 sec).
- Look far for 5 seconds + blink reset (10 blinks).
- Posture Triangle mini-reset (20 sec).
- Shoulders down + one long exhale (10 sec).

Testing Week Survival Stacks (5 minutes)

- After work: End-of-day release (2-minute brain dump + 2-minute walk + 1-minute breathing).
- After duty/coverage: Loosen Up Reset (shoulders/neck/chest/hips) + posture triangle.
- Lunch reset: 3-minute slow walk/look far + 2 minutes calm breathing (in 4/out 6).
- Mid-morning: 2-minute brisk walk + calf raises x20 + shoulders down + exhale.
- Before students arrive: Light + Lungs (90 sec) + posture triangle (45 sec) + water (10 sips).

Emergency Reset After a Hard Moment (60 seconds)

4. Next tiny step: “I’m going to ___.” (20 sec).
5. Name it: “I’m feeling ___.” (10 sec).
6. Unclench scan: jaw, hands, shoulders (10 sec).
7. Physiological sigh x2 (20 sec).

Micro-Habit Pathways (5-Day Guided Plans)

If you want structure, pick ONE pathway for one week. Each day is a small step that builds momentum—without needing extra time.

Pathway D: Tension → Relief

Day	Micro-habit	Trigger	Backup counts
Day 1	Posture Triangle (45 sec)	Sitting down	Shoulders down + exhale
Day 2	Shoulder rolls + scap squeezes	After phone call	3 rolls
Day 3	Doorway chest stretch (60 sec)	Hallway transition	20 sec
Day 4	Hip flexor stretch (60 sec)	After driving/duty	20 sec
Day 5	Loosen Up Reset Menu stack (5 min)	End of day	Neck reset 30 sec

Pathway C: Fog → Focus

Day	Micro-habit	Trigger	Backup counts
Day 1	Focus line: “Right now I’m doing: ___.”	First login	Write 1 word
Day 2	Desk reset (60 sec)	Sitting down	Clear 1 small space
Day 3	Single Tab Sprint (3 min)	After opening laptop	Open doc + title
Day 4	Eye + Screen Reset (60 sec)	After grading batch	Look far 5 sec
Day 5	Focus Reset Menu stack (5 min)	Before leaving work	Next action line

Pathway B: Slump → Energy

Day	Micro-habit	Trigger	Backup counts
Day 1	Calf raises x20	When you stand up	x10
Day 2	Light + Lungs (90 sec)	After lunch	10 calf raises
Day 3	2-minute hallway lap	Mid-afternoon slump	30 sec march
Day 4	Joint Wake-Up (1 min)	Restroom break	Shake out 20 sec
Day 5	Energy Reset Menu stack (5 min)	Before last block/meeting	Walk 60 sec

Pathway A: Stress → Calm

Day	Micro-habit	Trigger	Backup counts
Day 1	Physiological sigh x2 (20 sec)	After tough interaction	One long exhale

Day 2	Name • Normalize • Next (60 sec)	Before next meeting/class	Unclench + exhale
Day 3	Calm Reset (5 min)	Lunch or planning	2 minutes breathing
Day 4	Eye + Screen Reset (60 sec)	After email batch	Look far 5 sec
Day 5	Meeting Buffer (5 min)	Pre- or post-meeting	Shoulders down + exhale

Wellness in 5 Daily Rhythm (Make It Automatic)

Use this simple daily rhythm as a building-wide norm or a personal default. It reduces decision fatigue and keeps the program alive.

Weekly Rhythm

Day	Lane	If you only do one thing today...
Mon	Mood	Physiological sigh x2 (20 sec) + shoulders down.
Tue	Posture	Reset Triangle (45 sec) every time you sit down.
Wed	Hydration	Bathroom = Bottle (10 sips each restroom break).
Thu	Focus	Single Tab Sprint (3 min) at first login.
Fri	Movement/Energy	Joint Wake-Up (1 min) + 10 sips of water.

Daily Prompt Bank (copy/paste)

- Hydration nudge: restroom break = 10 sips. Simple and automatic.
- Quick focus reset: write “Right now I’m doing: ___.” Then start for 60 seconds.
- Return win check: if yesterday didn’t happen, do the 10-second version now.
- Pick a lane today: energy, mood, focus, movement, hydration, or posture. Backup counts.
- Today’s Wellness in 5: shoulders down + one long exhale. That’s it.

IF YOU ONLY DO ONE THING: ENERGY

Light + Lungs (90 seconds)

Steps:

8. Face bright light for 30 seconds (window/outside if possible).
9. Breathe in 4 seconds, out 6 seconds for 60 seconds (slow exhale).

BEST TRIGGER
After lunch / after meetings

BEST TIME TO USE
Morning grogginess, afternoon slump

BACKUP COUNTS
10 calf raises

COMMON MISTAKE + FIX
Mistake: breathing too fast. Fix: slow the exhale.

IF YOU ONLY DO ONE THING: MOOD

Name - Normalize - Next (60 seconds)

Steps:

10. Name: I am feeling ___.
11. Normalize: Makes sense because ___.
12. Next: My next tiny step is ___.

BEST TRIGGER
After a tough moment

BEST TIME TO USE
Before a hard conversation, after stress spikes

BACKUP COUNTS
Unclench jaw/hands/shoulders + one long exhale

COMMON MISTAKE + FIX
Mistake: solving everything. Fix: choose one next tiny step.

IF YOU ONLY DO ONE THING: FOCUS

Single Tab Sprint (3 minutes)

Steps:

13. Set a 3-minute timer.
14. One task. One tab. One screen.
15. When the timer ends, stop or extend for another 3.

BEST TRIGGER
First login

BEST TIME TO USE
Procrastination, overwhelm, decision fatigue

BACKUP COUNTS
Write: Right now I am doing: ___

COMMON MISTAKE + FIX
Mistake: multitasking. Fix: single screen, single task.

IF YOU ONLY DO ONE THING: MOVEMENT

1-Minute Joint Wake-Up

Steps:

16. 20 sec march in place.
17. 20 sec shoulder circles (10 forward, 10 back).
18. 20 sec sit-to-stand or wall push-ups.

BEST TRIGGER
Restroom break / between tasks

BEST TIME TO USE
Stiffness, restlessness, long sitting

BACKUP COUNTS
Shake out arms/legs for 20 sec

COMMON MISTAKE + FIX
Mistake: going too hard. Fix: keep it easy and smooth.

IF YOU ONLY DO ONE THING: HYDRATION

Bathroom = Bottle

Steps:

19. Every restroom break: refill or take 10 sips.
20. Pair water with transitions (before meetings, after standing up).

BEST TRIGGER
Restroom

BEST TIME TO USE
Headaches, dry mouth, low energy

BACKUP COUNTS
5 sips right now

COMMON MISTAKE + FIX
Mistake: waiting for thirst. Fix: use a trigger-based sip rule.

IF YOU ONLY DO ONE THING: POSTURE

Reset Triangle (45 seconds)

Steps:

21. Feet grounded.
22. Hips back in chair (sit bones, not tailbone).
23. Ribs down, head tall, gentle chin tuck.
24. Finish with 5 shoulder blade squeezes.

BEST TRIGGER
Every time you sit down

BEST TIME TO USE
Neck/shoulder tension, screen fatigue

BACKUP COUNTS
Shoulders down + one long exhale

COMMON MISTAKE + FIX
Mistake: rigid posture. Fix: neutral and relaxed, not stiff.

Micro-Habit Library

Pick one from your lane. Standard or Backup - both count.

Energy

Micro-habit	Standard	Backup	Best trigger
Light + Lungs	90 sec	10 calf raises	After lunch
Hallway lap	2 min	30 sec march	Between meetings
Calf raises	45 sec	10 reps	Copier / waiting
Music burst	3-4 min	30 sec chorus	Planning period start

Mood

Micro-habit	Standard	Backup	Best trigger
Physiological sigh x2	20 sec	One long exhale	After tough conversation
Name - Normalize - Next	60 sec	Unclench + exhale	Before next interaction
2-minute brain dump	2 min	One sentence	End of day
Appreciation ping	45 sec	Quick thanks in person	After a win

Focus

Micro-habit	Standard	Backup	Best trigger
Single Tab Sprint	3 min	Right now I am doing: ___	First login
Start ugly	2 min	One bullet	Before email
Desk reset	60 sec	Clear one small space	Sitting down
Distraction dump	45 sec	Write one distracting thought	Anytime

Movement

Micro-habit	Standard	Backup	Best trigger
Joint wake-up	1 min	Shake out 20 sec	Restroom break
Wall push-ups	1 min	5 reps	Hallway
Sit-to-stand	1 min	5 reps	Between tasks
Neck/shoulder mobility	2 min	3 shoulder rolls	After driving

Hydration

Micro-habit	Standard	Backup	Best trigger
Bathroom = bottle	Automatic	5 sips now	Restroom
10-sip rule	15 sec	5 sips	Every time you stand
Pre-meeting water	15 sec	3 sips	Opening calendar
Bottle checkpoint	60 sec	Fill to first line	First break

Posture

Micro-habit	Standard	Backup	Best trigger
Reset Triangle	45 sec	Shoulders down + exhale	Sitting down
Doorway chest stretch	1 min	20 sec	Hallway transition
Chin tucks	30 sec	2 reps	Phone unlock
Upper back reach	45 sec	20 sec	Midday

Made for School Staff: Role-Based Triggers

Teachers

- Bell transitions: Posture Triangle (45 sec)
- Independent work time: Physiological sigh x2 (20 sec)
- Planning period start: Single Tab Sprint (3 min)
- After hallway duty: 10 sips water

Front Office / Clerical

- After each phone call: 1 chin tuck + 3 shoulder rolls
- Every hour: calf raises x20
- Before lunch: 10 sips + 60 sec walk
- After printing/copying: shoulders down + exhale

Administrators

- Pre-meeting buffer: breathing + intention note
- Post-meeting reset: 2-minute walk
- Between decisions: Next tiny step is ___
- After email batch: Eye + Screen Reset

Counselors / Social Workers

- After student support: sigh x2 + unclench scan
- Between sessions: Name - Normalize - Next
- End of day: 2-minute brain dump + circle one closure action

Nurses

- Handwashing trigger: long exhale + shoulders down
- After charting: Posture Triangle
- Between visits: 10 sips

Support Staff (custodial/cafeteria/bus drivers)

- Task switches: hydration pairing (sip during transitions)
- Breaks: neck/shoulder mobility
- End of shift: 2-minute walk or stretch

Accessibility + Alternatives

Every habit can be modified. If something does not fit your body or your day, swap to an alternative - it still counts.

Chair-based options

- Seated march (30-60 sec)
- Seated shoulder blade squeezes (30 sec)
- Ankle pumps/calf raises seated (45 sec)
- Seated spinal twist (30 sec per side)

Low-impact options

- Wall push-ups instead of floor work
- Slow sit-to-stand instead of squats
- Gentle mobility instead of deep stretching

Sensory-friendly (stealth) options

- One long exhale + shoulders down
- Unclench scan (jaw, hands, shoulders)
- Posture Triangle (looks like normal sitting)
- 5 sips of water

RULE
Swap freely. Choose comfort over intensity. Gentle is the goal.

Visual Page: The Posture Reset Triangle

45 seconds - no equipment - works at any desk.

The Reset Triangle (45 seconds)

25. **Feet (10 sec):** Feet flat and grounded. Knees roughly 90 degrees. Weight even.
26. **Hips (10 sec):** Scoot hips back. Sit on sit bones, not tailbone.
27. **Ribs + Head (15 sec):** Ribs down (gentle). Head tall. Slight chin tuck. Exhale slowly while you set alignment.
28. **Finish (10 sec):** Shoulder blade squeezes x5 (down and back). Keep neck soft.

BACKUP COUNTS (10 sec)
Shoulders down + one long exhale + look far for 2 seconds.

Quick checks (Bad -> Better)

- Screen: looking down -> raise screen with books so your eyes hit the top third of the screen.
- Head: chin forward -> chin slightly back, head tall.
- Shoulders: rounded/raised -> heavy and relaxed.

Visual Page: Desk-Friendly Movement Cards

Pick 2-4 moves. No sweat required. 2 moves = ~2 minutes; 4 moves = ~4-5 minutes.

- **Calf Raises (30-45 sec):** Rise up and down slowly x20. Backup: x10. Best for circulation and energy.
- **Wall Push-Ups (45-60 sec):** Slow reps x10-15. Backup: x5. Best for upper body wake-up.
- **Chair Sit-to-Stand (45-60 sec):** Stand up and sit down slowly x8-12. Backup: x5. Best for hips/glutes.
- **Shoulder Rolls + Scap Squeezes (30-45 sec):** 10 shoulder rolls + 10 shoulder blade squeezes. Backup: 3 + 3. Best for tension.
- **Neck No/Yes/Maybe (45 sec):** Turn left/right, nod, ear-to-shoulder. Backup: one gentle turn each way.
- **Seated March (60 sec):** Sit tall and alternate knees. Backup: 20 sec. Best for stealth movement.
- **Doorway Chest Stretch (45-60 sec):** Forearm on doorframe, step through gently; switch sides. Backup: 20 sec one side.
- **Hip Flexor Stand Stretch (60 sec):** One foot back, gentle tuck, breathe; switch sides. Backup: 20 sec one side.

BACKUP COUNTS (20 sec)
Pick one: 10 calf raises OR 3 shoulder rolls OR one long exhale + shoulders down.

Visual Page: Eye + Screen Reset

60-90 seconds - stealth-friendly - perfect for email/grading days.

The 60-90 Second Reset

29. **Look far (20 sec):** Pick something 20+ feet away. Let your eyes soften.
30. **Blink reset (10 sec):** Blink slowly 10 times. Keep jaw relaxed.
31. **Focus shift (20 sec):** Thumb close (5 sec), then far (5 sec). Repeat twice.
32. **Mini posture align (10 sec):** Shoulders down. Head tall. One slow exhale.

BACKUP COUNTS (15 sec)
Look far for 5 seconds + one long exhale.

Bad -> Better screen habits

- Batch + reset: after each email/grading batch, do Eye Reset once.
- Reduce glare: shift screen angle, adjust brightness, or change position.
- Screen height: raise with books to reduce head-forward posture.

Visual Page: The 5-Minute Reset Menu

Pick your goal, follow the mini-stack, done. If you don't have 5 minutes, do the Backup Counts option.

Calm Reset (5 min)

- 1:00 Physiological sigh x2, then long exhales
- 2:00 Slow walk while looking far
- 1:00 Neck release (no/yes/maybe)
- 1:00 Name - Normalize - Next (one sentence each)

BACKUP COUNTS
Backup: one physiological sigh + one long exhale (30 sec)

Energy Reset (5 min)

- 2:00 Brisk walk or march
- 1:00 Calf raises x20 + wall push-ups x10
- 1:00 Light exposure (window/outside)
- 1:00 Water (10-15 sips)

BACKUP COUNTS
Backup: 10 calf raises + 5 sips (30 sec)

Focus Reset (5 min)

- 1:00 Desk reset (clear space for one task)
- 3:00 Single Tab Sprint
- 1:00 Write: Next tiny step is ___. Then do it for 30 sec

BACKUP COUNTS
Backup: Right now I am doing: ___ (15 sec)

Loosen Up Reset (5 min)

- 1:00 Shoulder rolls + scap squeezes
- 1:00 Neck no/yes/maybe
- 1:00 Doorway chest stretch
- 1:00 Hip flexor stand stretch
- 1:00 Posture Triangle + long exhale

BACKUP COUNTS
Backup: 3 shoulder rolls + one long exhale (30 sec)

Hydrate + Headache Help (5 min)

- 1:00 Water (10-15 sips)
- 1:00 Eye + Screen Reset
- 1:00 Posture Triangle + chin tucks x5
- 1:00 Neck release
- 1:00 Gentle walk 60 sec

BACKUP COUNTS
Backup: 5 sips + look far 5 sec + long exhale (30 sec)

Meeting Buffer Reset (5 min)

- 1:00 Posture Triangle
- 2:00 Breathing (in 4 / out 6)
- 1:00 Water (10 sips)
- 1:00 Intention note: In this meeting, the win is ___

BACKUP COUNTS
Backup: shoulders down + one long exhale + write the win (20 sec)

Track What Matters: Return > Streak

Your goal is returning quickly after misses.

MINIMUM VIABLE WIN
3 wins per week. Standard or Backup version counts.

Individual Return Tracker (weekly)

My lane: ____ My habit: ____ My trigger: After I ____, I will ____.

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Return wins (did it after a miss): ⭐ ⭐ ⭐

What helped most: _____ Tiny tweak for next week: _____

Team Tracker (department / grade level)

Name	Mon	Tue	Wed	Thu	Fri	Total

Print Packet (Ready to Print)

Use these pages as posters, desk tents, trackers, and a card deck. Print on standard paper or cardstock.

Poster 1: The 60-Second Reset

THE 60-SECOND RESET

1) Long exhale 2) Shoulders down 3) 10 sips water 4) Right now I am doing: ____

Poster 2: Fix What You Feel

FIX WHAT YOU FEEL (PICK ONE)
Tired -> calf raises + water | Stressed -> sigh x2 | Foggy -> posture triangle | Procrastinating -> single tab sprint | Stiff -> 2-minute mobility

Poster 3: Return > Streak

RETURN > STREAK
Missed yesterday? Normal. Today is a return win. Minimum viable win: 3 days/week.

Desk Tent Mini-Prompts (print, cut, fold)

- SIT DOWN = Posture Triangle (45 sec)
- RESTROOM = 10 sips
- FIRST LOGIN = Single Tab Sprint (3 min)
- TOUGH MOMENT = Sigh x2 (20 sec)
- TRANSITION = Calf raises x20
- BEFORE MEETING = In 4 / Out 6 breathing (60 sec)

Focus of the Week Mini-Posters

- Week Focus: Energy - Light + Lungs
- Week Focus: Mood - Name/Normalize/Next
- Week Focus: Focus - Single Tab Sprint
- Week Focus: Movement - Joint Wake-Up
- Week Focus: Hydration - Bathroom = Bottle
- Week Focus: Posture - Reset Triangle

Habit Card Deck (18 cards)

Print on cardstock. Cut out. Keep in staff lounge, front office, clinic, and near copiers.

Energy

- **Light + Lungs** - 90 sec. Backup: 10 calf raises. Trigger: After lunch.
- **Hallway lap** - 2 min. Backup: 30 sec march. Trigger: Between meetings.
- **Calf raises** - 45 sec. Backup: 10 reps. Trigger: Copier / waiting.

Mood

- **Physiological sigh x2** - 20 sec. Backup: One long exhale. Trigger: After tough conversation.
- **Name - Normalize - Next** - 60 sec. Backup: Unclench + exhale. Trigger: Before next interaction.
- **2-minute brain dump** - 2 min. Backup: One sentence. Trigger: End of day.

Focus

- **Single Tab Sprint** - 3 min. Backup: Right now I am doing: ___. Trigger: First login.
- **Start ugly** - 2 min. Backup: One bullet. Trigger: Before email.
- **Desk reset** - 60 sec. Backup: Clear one small space. Trigger: Sitting down.

Movement

- **Joint wake-up** - 1 min. Backup: Shake out 20 sec. Trigger: Restroom break.
- **Wall push-ups** - 1 min. Backup: 5 reps. Trigger: Hallway.
- **Sit-to-stand** - 1 min. Backup: 5 reps. Trigger: Between tasks.

Hydration

- **Bathroom = bottle** - Automatic. Backup: 5 sips now. Trigger: Restroom.
- **10-sip rule** - 15 sec. Backup: 5 sips. Trigger: Every time you stand.
- **Pre-meeting water** - 15 sec. Backup: 3 sips. Trigger: Opening calendar.

Posture

- **Reset Triangle** - 45 sec. Backup: Shoulders down + exhale. Trigger: Sitting down.
- **Doorway chest stretch** - 1 min. Backup: 20 sec. Trigger: Hallway transition.
- **Chin tucks** - 30 sec. Backup: 2 reps. Trigger: Phone unlock.

Print these as small posters (8.5x11) or add to weekly email headers.

Fri: Movement/Energy

If you only do one thing today: Joint Wake-Up (1 min) + 10 sips of water.

Thu: Focus

If you only do one thing today: Single Tab Sprint (3 min) at first login.

Wed: Hydration

If you only do one thing today: Bathroom = Bottle (10 sips each restroom break).

Tue: Posture

If you only do one thing today: Reset Triangle (45 sec) every time you sit down.

Mon: Mood

If you only do one thing today: Physiological sigh x2 (20 sec) + shoulders down.

Micro-Habit Bingo (Printable)

Goal: complete any 5-in-a-row in one week. Backup versions count. Star a square when it's a return win.

10 calf raises	**5 sips water**	**Shoulders down + exhale**	**Look far 20 sec**	**3 shoulder rolls**
Posture Triangle (45 sec)	Single Tab Sprint (3 min)	Sigh x2 (20 sec)	Desk reset (60 sec)	2-minute walk
Neck reset (45 sec)	Doorway stretch (60 sec)	Name • Normalize • Next	Seated march (60 sec)	Chin tucks x5
⭐ **RETURN WIN**	Bathroom = Bottle	Write next tiny step	Scap squeezes x10	Hip flexor stretch (60 sec)
Send a thank-you message	Stand and shake out	In 4 / Out 6 (60 sec)	2-minute brain dump	Refill bottle

Optional: raffle entry for completing 1 bingo line, bonus entry for completing 2+ lines.

Team Challenge Board (Printable)

Use this for friendly, low-pressure engagement. Goal: each person earns 3 wins/week (backup counts).

Team/Dept	Week 1	Week 2	Week 3	Week 4	Total

Tip: award points for participation and return wins, not perfection (keeps it positive and inclusive).

Pathway Maps (Quick Reference)

Pick one pathway for one week. Use the 10-second backup when the day goes sideways.

Pathway	Best for	Anchor habits
Stress → Calm	overstimulation, emotional load	Sigh x2 • Name/Normalize/Next • Calm Reset
Slump → Energy	fatigue, low motivation	Light + Lungs • Walk • Calf raises
Fog → Focus	scattered attention	Focus line • Single tab sprint • Eye reset
Tension → Relief	neck/shoulder/back tightness	Posture triangle • Mobility • Stretch

Facilitator Kit

Use this section to launch Wellness in 5 and sustain it for four weeks.

10-Minute Launch Script (plug-and-play)

33. **1 min:** We are not adding wellness - we are shrinking it to fit the school day.
34. **2 min:** Everyone chooses a lane (Energy, Mood, Focus, Movement, Hydration, Posture).
35. **3 min:** Practice together: sigh x2 (20 sec), Posture Triangle (45 sec), 5 sips water (10 sec).
36. **2 min:** Build your plan: After I ____, I will ____ for ____ (and choose a backup version).
37. **2 min:** Pair-share: What is your trigger? What is your backup version?

CLOSING LINE
Minimum viable win: 3 days this week. Return > streak. Backup counts.

Leader Scripts (Quick Reference)

Use these as quick, consistent cues. Keep it short, normal, and repeatable.

- Return > streak (15 sec): “If yesterday didn’t happen, today is a return win. Do the 10-second version and you’re back.”
- After a tough moment (45 sec): “Two physiological sighs. Name it: ‘I’m feeling ___.’ Next tiny step: ‘I’m going to ___.’”
- Meeting opener (30 sec): “Quick Wellness in 5 reset—shoulders down, one long exhale. If you have water, 5 sips. Okay, what’s our win today?”

Crazy Week Micro-Plan (copy/paste)

- Staff-wide cue: one 60-second reset at the start of the day or first meeting.
- Default triggers: sitting down (posture), restroom (water), first login (focus line).
- Daily goal: 3 return wins (backup counts).

4-Week Rollout Plan

Week 1: Launch + Pick Your Lane

- Share the handbook pages and Poster 1.
- Everyone picks one micro-habit + trigger.
- Distribute the weekly tracker.

Week 2: Fix What You Feel

- Teach the symptom selector + flowcharts.
- Promote Backup Counts heavily.
- Optional: raffle entry for 3 wins/week.

Week 3: Role-Based Triggers

- Share the role-based page.
- Encourage staff to swap triggers until it fits.
- Introduce one 5-minute stack.

Week 4: Stack + Sustain

- Promote two stacks (Meeting Buffer + Afternoon Rescue).
- Use a 2-minute reflection prompt.
- Celebrate return wins (⭐).

Challenge Options + Simple Incentives

7-Day Micro Wins

Do any micro-habit once a day (backup counts). Raffle entry for completing 5 of 7 days.

14-Day Two-Level Ladder

Week 1: one habit. Week 2: add a backup version plus one 5-minute stack.

30-Day Reset Routine

Week 1: Hydration + Posture. Week 2: Focus. Week 3: Mood. Week 4: Energy/Movement stacks.

INCENTIVE IDEA (SIMPLE)
1 raffle entry for 3 wins/week. Bonus entry for a return win (did it after a miss). Team entry if a whole department hits 3 wins.

Comms Pack: 4 Weekly Blurps (copy/paste)

Week 1 (Launch)

Wellness in 5 is here. Pick one lane and one tiny habit. Attach it to a trigger. Busy day? Do the backup version - it still counts. Minimum win: 3 days this week.

Week 2 (Fix What You Feel)

Feeling foggy, stressed, or dragging? Use Fix What You Feel: stressed -> sigh x2; foggy -> posture triangle + 10 sips; procrastinating -> 3-minute single tab sprint. Pick one. Go.

Week 3 (Role-Based Triggers)

Make it fit your day. Teachers: transitions. Office: after calls. Admin: meeting buffers. Counselors/nurses: between students. Find a trigger that happens anyway.

Week 4 (Stacks + Sustain)

Try a 5-minute stack (Meeting Buffer or Afternoon Rescue). Remember: Return > streak. If yesterday did not happen, today is a return win.

2-Minute Pulse Check (optional)

38. Which lane helped you most this week?
39. Which micro-habit did you actually do?
40. What is one tweak that would make this easier next week?

Monthly Pulse Survey (3 questions)

41. What's one change that would make Wellness in 5 easier to use here?
42. Which lane helped me most this month? (Energy/Mood/Focus/Movement/Hydration/Posture)
43. On a 1–10 scale, my stress level this month is: ___

What to Track (lightweight, admin-friendly)

- Qualitative wins: 2–3 short quotes or examples of impact (great for newsletters).
- Return wins: how often staff used the backup version after a miss (culture indicator).
- Top habit: the micro-habit staff used most often (simple poll).
- Participation: number of staff who report 3 wins/week at least once this month.

Optional: add a simple bar chart each month using the pulse survey averages (stress/energy/focus). Keep it quick and supportive—not evaluative.

Wellness in 5 - Final Notes

Small enough for your busiest day. Strong enough to make a difference.

REMINDER
Choose your lane. Fix what you feel. Backup counts. Return > streak.

Appendix A: Real-Life Staff Scenarios (Case Studies)

These are short, relatable examples that show how Wellness in 5 looks in real school conditions. Use them in staff meetings or newsletters to normalize "small wins."

Case 1: Teacher during testing week (no breaks)

Challenge: constant monitoring, limited movement, high mental load.

Go-to triggers: sitting down = Reset Triangle; restroom = 10 sips.

Best micro-habit: Eye + Screen Reset between sessions.

What changed: fewer tension headaches; better end-of-day patience.

Return win: missed morning reset → did the 15-second backup after lunch.

Case 2: Front office peak traffic (phones + walk-ins)

Challenge: nonstop interruptions, limited privacy.

Go-to triggers: after each call = shoulders down + long exhale; hourly = calf raises x20.

Best stack: 5-Minute Loosen Up after lunch.

What changed: less neck tightness; fewer "crash" moments late day.

Case 3: Counselor after crisis support

Challenge: emotional residue, nervous system still "on."

Go-to trigger: after student support = physiological sigh x2 + Name • Normalize • Next.

Best micro-habit: 2-minute slow walk while looking far.

What changed: faster reset between sessions; less end-of-day rumination.

Case 4: Administrator meeting overload

Challenge: decision fatigue + back-to-back meetings.

Go-to trigger: pre-meeting buffer = Posture Triangle + in 4/out 6 breathing.

Best tool: intention note ("the win is ___").

What changed: clearer priorities; less reactive tone in meetings.

Case 5: School nurse charting blocks + frequent visits

Challenge: screen time + posture strain.

Go-to triggers: handwashing = long exhale; after charting = Reset Triangle.

Best micro-habit: Eye + Screen Reset (60 sec).

What changed: less eye strain; more consistent hydration.

Case 6: Support staff on feet (fatigue + soreness)

Challenge: physical fatigue, limited downtime.

Go-to triggers: task switches = 5 sips; break = hip flexor + chest stretch.

Best micro-habit: gentle mobility (neck/shoulders) daily.

What changed: fewer aches; better energy across shift.

Case 7: New teacher overwhelm (too many tabs)

Challenge: mental load + procrastination.

Go-to trigger: first login = “Right now I’m doing: ___.”

Best tool: Single Tab Sprint (3 min).

What changed: less avoidance; more “done” moments by 10 a.m.

Case 8: Staff member rebuilding after illness (low stamina)

Challenge: energy dips and frustration.

Go-to plan: use beginner ladders (10 calf raises, 5 sips, one long exhale).

Best principle: backup counts.

What changed: consistent returns without overdoing it.

Appendix B: Worksheets & Reproducibles

Use these pages as print-and-go tools for individuals, teams, and facilitators. Keep them simple: one sheet, one habit, one week.

Worksheet 1: Build Your Micro-Habit Plan

Prompt	Your answer
My lane (circle one)	Energy / Mood / Focus / Movement / Hydration / Posture
My micro-habit (5 min or less)	_____
My best trigger (already happens)	After I _____, I will _____.
My backup counts version (10–30 sec)	_____
Where will I see the cue?	Monitor / desk / door / bottle / badge / other: _____
Minimum viable win (this week)	3 days. Return wins (⭐) count extra.

Worksheet 2: Trigger Audit (find the easiest cue)

Circle the triggers that happen reliably on your worst day.

- Sitting down
- Restroom break
- First login / opening laptop
- Handwashing
- After a phone call
- Bell/transition
- Before a meeting
- After lunch
- End of day (packing up)

Worksheet 3: Friction Audit (make it easier)

Friction lever	Notes
What gets in the way?	Time / privacy / forgetting / stress / pain / other: _____
Make it smaller	What's the 10-second version? _____
Make it obvious	Where can you place a visual cue? _____
Make it easier	What can you remove or simplify? _____
Reward it	How will you notice the win? (relief/clarity/calm) _____

Worksheet 4: Build Your Personal Reset Menu

Situation	My plan
When I'm stressed, I will…	_____
When I'm tired, I will…	_____
When I'm foggy, I will…	_____
When I'm stiff, I will…	_____
My best daily trigger is…	_____
My return plan (after a miss) is…	Do the backup version immediately, then move on.

Appendix C: Companion Media Layer (Optional)

If you choose to add audio or video supports, keep them short and easy. Use the placeholders below to add real links or QR codes later (no links are included here).

Asset	**Add your link/QR**
60-second Calm Reset audio	QR/link: _____
3-minute Focus Reset audio	QR/link: _____
90-second Light + Lungs audio	QR/link: _____
Posture Triangle quick demo (video)	QR/link: _____
5-Minute Reset Menu walkthrough (video)	QR/link: _____

Appendix D: Selected References (Evidence & Public Health Guidance)

This is a short, practical list of reputable sources that support key concepts in this book (physical activity, hydration, eye strain, and breathing variability).

- CDC – Adult Activity: An Overview (Physical Activity Basics) — https://www.cdc.gov/physical-activity-basics/guidelines/adults.html
- CDC – What You Can Do to Meet Physical Activity Guidelines — https://www.cdc.gov/physical-activity-basics/guidelines/index.html
- U.S. Dept. of Health and Human Services – Physical Activity Guidelines for Americans, 2nd edition (PDF) — https://health.gov/sites/default/files/2019-09/Physical_Activity_Guidelines_2nd_edition.pdf
- NIH News in Health – Hydrating for Health — https://newsinhealth.nih.gov/2023/05/hydrating-health
- Mayo Clinic – Water: How much should you drink every day? — https://www.mayoclinic.org/healthy-lifestyle/nutrition-and-healthy-eating/in-depth/water/art-20044256
- Harvard Health Publishing – Effective tips for reducing eye strain — https://www.health.harvard.edu/staying-healthy/effective-tips-for-reducing-eye-strain
- Vlemincx, E. (2013) – Respiratory variability and sighing (PubMed entry) — https://pubmed.ncbi.nlm.nih.gov/23261937/

Appendix E: Glossary

Term	Meaning
Backup counts	The smallest version of a habit (10–30 seconds) that still counts as a win on chaotic days.
Best trigger	A cue that already happens reliably (sitting down, restroom break, first login).
Case study	A short real-life example showing how the tools work in a school day.
Fix What You Feel	A quick matching system that pairs a symptom (foggy, stressed, tired) with the best first move.
Micro-habit	A tiny action that takes 5 minutes or less and is designed to be repeatable.
Reset menu	A set of 5-minute stacks you can choose based on your goal (calm, energy, focus, loosen up, hydration/headache help).
Return win (⭐)	A win you count when you do the habit after a miss. Returning matters more than streaks.
Single Tab Sprint	A 3-minute focus block: one task, one tab, one timer.

Appendix F: Topic Finder (Index-style)

This is a quick index to help readers find what they need fast. (Section titles are used instead of page numbers to keep this edition easy to update.)

Topic	Where to look
Breathing (calm resets)	Fix What You Feel; 60-Second Reset; Calm Reset Menu; Mood ladder
Decision fatigue	Why Micro-Habits Work; Choose Your Lane; Reset Menu
Eye strain / screen fatigue	Eye + Screen Reset; Desk setup tips
Hydration	Hydration one-pager; Bathroom = Bottle; Hydration ladder
Meetings	Meeting Buffer Reset; leader scripts
Movement (desk-friendly)	Movement cards; Joint Wake-Up; Loosen Up Reset Menu
Posture	Posture Reset Triangle; workstation mini-guide; Posture ladder
Stress recovery	Fix What You Feel; Mood ladder; Calm Reset Menu
Testing week / crazy week	Crazy Week Micro-Plan; Test Week Edition
Tracking	Return Tracker; Team Tracker; Pulse check

Appendix G: Publisher-Ready Notes (Specs, Accessibility, Change Log)

Print & Layout Specs (recommended)

- Trim size (school-friendly): 8.5 x 11 inches (printable, binder-ready).
- Alternate trim size (bookstore-style): 7 x 10 inches or 6 x 9 inches (compact).
- Margins: 0.75–1.0 inches; keep tables within safe margins.
- Use consistent heading hierarchy (H1, H2) and consistent callout labels.

Accessibility Checklist

- Minimum body font size: 10–11 pt (tables 9.5–10 pt).
- High contrast for callouts; avoid light gray text on white.
- Avoid dense paragraphs; prefer bullets and short blocks.
- For digital versions: add alternative text to images/diagrams if inserted later.

Edition Control & Change Log

Version 1.0 (Book Edition) — January 2026

- Added publisher-quality front matter (imprint, foreword space, pledge, style guide).
- Added ‘Why Micro-Habits Work’, 30-day program, and skill ladders.
- Added appendices: case studies, worksheets, media placeholders, references, glossary, topic finder, production notes.
- Validated tables for fixed widths to prevent overflow and overlapping text.