

# habits\_guide

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## COMPASS Daily Habits Guide

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### Overview

The COMPASS Daily Habits system helps you build and maintain positive routines through consistent habit tracking. This feature is designed to encourage behavior change through streak tracking, visual progress, and accountability. This guide will help you understand how to use the habit tracking system effectively.

### Habit Properties

Daily habits in COMPASS have the following properties:

#### Basic Information

- **Habit Name:** A concise description of the habit
- **Description:** Additional details about the habit and why it's important
- **Start Day:** When you began or plan to begin this habit
- **End Day:** Optional date when you plan to end tracking (leave empty for ongoing habits)

#### Streak Information

- **Current Streak:** Number of consecutive days you've completed the habit
- **Streak Start Date:** When your current streak began
- **Longest Streak:** Your record streak for this habit
- **Last Completed Date:** When you last marked the habit as completed

#### Status

- **Is Completed:** Whether you've completed the habit today
- **Completion History:** Record of your habit completion over time

## Working with Daily Habits

### Creating a Habit

To create a new daily habit:

1. Navigate to the Habits section
2. Click "Add New Habit"
3. Enter the habit name (required)

4. Add an optional description
5. Select a start date (defaults to today)
6. Add an optional end date for temporary habits
7. Click "Create" to save

## **Tracking Habits**

To track your daily habit completion:

1. Visit the Habits dashboard
2. View your active habits for the day
3. Click the checkbox next to a habit to mark it as completed
4. Your streak will automatically update

The system will:

- Increment your streak when you maintain consecutive days
- Reset your streak when you miss a day
- Track your longest streak for motivation

## **Viewing Streak Information**

To see detailed streak information:

1. Click on a habit to open its details
2. View the streak section which includes:
  - Current streak length
  - When the streak started
  - Your longest recorded streak
  - Visual streak calendar

## **Habit Analytics**

The Habits system provides analytics to help you understand your patterns:

1. Go to the Habits dashboard
2. View the "Insights" section to see:
  - Completion rate over time
  - Streak distribution
  - Most consistent habits
  - Areas for improvement

# Managing Habits Effectively

## Starting Small

For habit building success:

1. Begin with 1-3 habits at most
2. Make them specific and measurable
3. Start with a lower frequency if needed
4. Build consistency before adding new habits

## Handling Missed Days

If you miss completing a habit:

1. Don't break the chain twice - get back on track immediately
2. Analyze what prevented completion
3. Adjust the habit if needed to make it more sustainable
4. Remember that consistency matters more than perfection

## Using "Don't Break the Chain"

The "Don't Break the Chain" methodology encourages consistency:

1. Each day you complete a habit, your chain/streak grows
2. Visual streaks provide motivation to maintain the habit
3. Longer streaks create a psychological commitment to continue
4. Focus on streak milestones (7 days, 30 days, 100 days)

## Special Features

### Streak Recovery

If you accidentally forget to mark a habit complete:

1. The system allows a 1-day grace period
2. Go to the habit and click "Mark Previous Day Complete"
3. This will maintain your streak if used within the grace period
4. Limited to genuine missed recordings, not missed habits

### Habit Pausing

For temporary interruptions (like travel or illness):

1. Go to habit details

2. Click "Pause Habit"
3. Select the pause duration
4. The habit will be paused and won't affect your streak
5. Resume when ready

## Habit Adjustments

To modify a habit over time:

1. Go to habit details
2. Click "Edit"
3. Adjust name, description, or schedule
4. Click "Save Changes"

## Best Practices

### Setting Up for Success

- Choose habits that align with your goals
- Make habits specific and measurable
- Start with habits that take under 5 minutes
- Link habits to existing routines (habit stacking)
- Create environmental triggers for your habits

### Maintaining Motivation

- Focus on your streak as motivation
- Celebrate milestone streaks (7, 30, 100 days)
- Share your progress with friends or a community
- Reflect on how the habit is benefiting you
- Adjust habits that aren't sticking rather than abandoning them

## AI-Powered Habit Assistance

COMPASS uses AI to enhance your habit tracking:

### Habit Insights

- **Pattern Recognition:** AI identifies when and why you miss habits
- **Personalized Suggestions:** Receive tips to improve habit consistency
- **Success Probability:** Get insights on which habits are most likely to stick

### Habit Queries

- Ask the AI assistant about your habit performance

- Get recommendations for new habits based on your goals
- Receive insights about optimal habit scheduling
- Get motivation when you're struggling with consistency

## Example AI Queries for Habits

- "How am I doing with my morning meditation habit?"
- "What's my best performing habit this month?"
- "Help me schedule my habits for better consistency"
- "Why do I keep missing my exercise habit?"
- "Suggest additional habits that would complement my current ones"
- "What's the best time to do my reading habit based on my patterns?"

## Troubleshooting

### Common Issues

- **Streak Reset:** If your streak reset unexpectedly, check if you missed marking the habit complete for more than one day
- **Missing Habits:** If habits disappear, check if the end date has passed
- **Incorrect Streaks:** If streak counts seem wrong, verify your completion history
- **Notifications:** Ensure habit reminders are enabled in your settings

### Getting Help

- Use the AI assistant for context-aware help with habits
- Check the documentation for detailed guides
- Contact support through the Help menu