

Daily Checklist

Date: _____ dd / mm / yyyy

MORNING ROUTINE

Wake up at: _____

Morning Routine Tasks

- ☐ Make the bed
- ☐ Brush teeth
- ☐ Wash face
- ☐ Morning exercise (e.g., stretching, yoga)
- ☐ Healthy breakfast

WORK/TASK LIST

Work/Task List

- ☐ Prioritize tasks for the day
- ☐ Check emails and respond as needed
- ☐ Review and update calendar
- ☐ Set specific goals for the day

TO-DO LIST

1:

2:

3:

4:

5:

6:

7:

BREAKS

Breaks

- ☐ Short break (e.g., 10 minutes)
- ☐ Stretch and move around
- ☐ Hydrate (drink water)
- ☐ Snack (if needed)

AFTERNOON ROUTINE

Afternoon Routine

- ☐ Lunch
- ☐ Quick review of task progress
- ☐ Set priorities for the rest of the day

TO-DO LIST (CONTINUED)

8:

9:

10:

11:

12:

EVENING ROUTINE

Evening Routine

- ☐ Check off completed tasks
- ☐ Reflect on the day's accomplishments
- ☐ Plan tasks for tomorrow
- ☐ Relax and unwind
- ☐ Dinner
- ☐ Disconnect from work

BEFORE BED

Before Bed

- ☐ Review your to-do list for tomorrow
- ☐ Prepare things for the next day (e.g., lay out clothes, pack lunch)
- ☐ Wind down (e.g., read, meditate)

Sleep at: _____