

Daily Checklist

Date: _____

Morning Routine

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

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: _____
- 8: _____
- 9: _____
- 10: _____

Afternoon Routine:

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

Breaks

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

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:

- ☐ 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 _____