

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 _____