

Daily Checklist

Name: _____ Age: _____ Gender: _____ Date: _____

Morning routine

- Wake up by
- Make the bed
- Drink a glass of water
- Personal hygiene
- Eat a healthy, balanced breakfast
- Set daily intentions or goals
- Review your schedule
- Practice mindfulness or deep breathing
- Stretch or do light exercise
- Check in with your body and mind

Work tasks

- Prioritize top 3 tasks for the day
- Respond to important emails/ messages (work-related or personal)
- Complete deadlines or assignments
- Work on focused tasks
- Attend scheduled meetings or calls
- Review and adjust tasks at midday

Evening routine

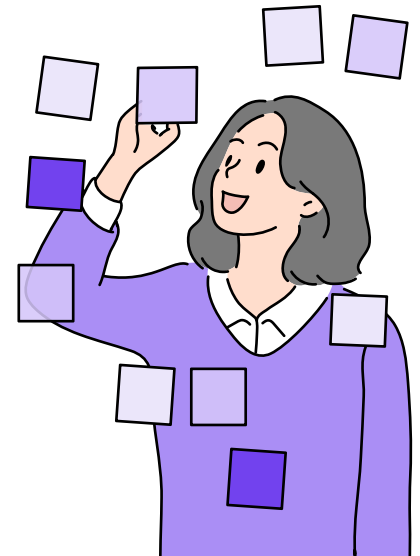
- Eat a nutritious dinner
- Review the day's accomplishments
- Reflect on what went well and what could be improved
- Set up for tomorrow
- Engage in a relaxing activity (e.g., read a book, watch a show, meditate)
- Go to bed by

Self-care and wellness

- Take a walk or get fresh air (e.g., 20-minute walk around the neighborhood)
- Eat a healthy, balanced lunch
- Stay hydrated – drink water throughout the day
- Practice mindfulness or gratitude
- Disconnect from screens for a while
- Engage in a hobby or creative activity
- Relax with a podcast, music, or favorite show

Social and connection time

- Call or message a family member or close friend (e.g., check in with mom)
- Show appreciation to someone (e.g., send a "thank you" message to a colleague)
- Engage in a social or community activity (e.g., virtual hangout with friends, volunteer)



Additional notes