

# 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 \_\_\_\_\_