

Daily Checklist

Date _____ Day _____ Mood or energy _____

Top three today

- [ ] Most important task (do this first)
- [ ] Second priority
- [ ] Third priority

Morning

- [ ] Make the bed and open the curtains
- [ ] Drink a glass of water
- [ ] Take medication or vitamins
- [ ] Eat breakfast
- [ ] Look at today's calendar
- [ ] Get dressed and ready
- [ ] Pack bag, lunch and keys
- [ ] Ten-minute kitchen tidy

Work or school

- [ ] Read my top three again
- [ ] Focus block of 45 to 90 minutes
- [ ] Answer urgent messages only
- [ ] Reply to the rest in one batch
- [ ] Take a real lunch break
- [ ] Write loose tasks on the list
- [ ] Confirm tomorrow's meetings or classes
- [ ]

Home

- [ ] Dishes done and counters wiped
- [ ] One load of laundry
- [ ] Sort the mail
- [ ] Take out trash or recycling
- [ ] Feed or walk the pets
- [ ] Start dinner
- [ ]

Health

- [ ] Move for 20 minutes
- [ ] Get outside for fresh air
- [ ] Eat a fruit or vegetable
- [ ] Stretch or take a screen break

Errands and calls

- [ ] Call or message someone back
- [ ] Pay or check one bill
- [ ] Errand or return
- [ ]
- [ ]

Evening

- [ ] Clear up after dinner
- [ ] Pack bags for tomorrow
- [ ] Lay out clothes
- [ ] Check tomorrow's calendar
- [ ] Choose tomorrow's top three
- [ ] Charge phone and devices
- [ ] Screens off and wind down
- [ ] Lights out on time
- [ ]

Tick what is done, carry the rest forward. Aim to finish the top three, not the whole page.