

Daily Checklist

Checklist · 26 items · 4 sections

Stay on top of every day with this complete daily checklist: from morning routine and work priorities to evening wind-down. A simple system that keeps you productive and balanced.

Open the editable version online:

<https://genechecklist.com/checklist/daily-checklist>

MORNING ROUTINE

- Wake up at your set time: no snoozing
HIGH
- Drink a full glass of water
HIGH
- Make your bed
- Brush teeth and complete personal hygiene
HIGH
- Eat a healthy breakfast
HIGH
- Review today's goals or to-do list
HIGH
- Check calendar and appointments
HIGH

WORK & TASKS

- Identify your top 3 priorities for the day
HIGH
- Check and respond to important emails/messages
HIGH
- Complete priority task #1
HIGH
- Complete priority task #2
HIGH
- Complete priority task #3
HIGH
- Take a proper lunch break: step away from screen

- Review any pending tasks and reschedule if needed

HEALTH & WELLBEING

- Exercise or take a walk (at least 20–30 minutes)
HIGH
- Drink at least 8 glasses of water throughout the day
HIGH
- Eat nutritious meals: avoid junk food
- Take any medications or supplements

EVENING ROUTINE

- Do a quick tidy of your workspace/home
- Prepare anything needed for tomorrow (clothes, bag, lunch)
- Review what you accomplished today
- Write tomorrow's to-do list
HIGH
- Wind down: read, journal, or light stretching
- Limit screen time 30–60 minutes before bed
- Brush teeth and complete nighttime hygiene
HIGH
- Get 7–9 hours of sleep
HIGH