

How to Make a Checklist in Google Docs

Checklist Guide · Google Docs · Easy · 2-5 minutes

Google Docs has a built-in checklist button, so making a checklist takes seconds. This guide shows the two ways to do it, the keyboard shortcut, and where a plain document checklist still falls short of a purpose-built tool.

Read the live, full-length version online:

<https://genechecklist.com/guides/how-to-make-a-checklist-in-google-docs>

QUICK ANSWER

To make a checklist in Google Docs, type your items on separate lines, select them, and click the Checklist button in the toolbar (or press Ctrl+Shift+9). Each line becomes a tickable checkbox.

METHOD 1: USE THE CHECKLIST TOOLBAR BUTTON

The fastest way when you already have your items typed.

- 1 Open a document**
Start a new doc at docs.google.com.
- 2 Type your items**
Write each task on its own line, pressing Enter between them.
- 3 Select the lines**
Highlight all the items you want to turn into a checklist.
- 4 Click the Checklist icon**
In the toolbar, click the Checklist button (a ticked box, just left of the bulleted-list icon). The shortcut is Ctrl+Shift+9.
- 5 Tick items off**
Click a checkbox to mark it done. Google Docs strikes through completed text automatically.

WHERE GOOGLE DOCS SLOWS YOU DOWN

- A checklist lives inside a document, so it sits among paragraphs rather than in a focused, single-purpose view.
- There are no ready-made checklist templates for things like moving, travel or onboarding.
- No priorities, no categories and no progress bar. It is a flat list.

- Sharing exposes the whole document, and printing carries the document margins and styling with it.

The verdict: Google Docs makes a checklist in seconds with one toolbar button, but it stays a plain list with no templates, categories or progress tracking.

GOOGLE DOCS VS GENECHECKLIST

	Google Docs	GeneChecklist
Time to a usable checklist	2-5 minutes	Under a minute
Checkboxes	One toolbar click (Ctrl+Shift+9)	Built in: tap to tick, with a live progress bar
Ready-made templates	None for checklists	300+ professionally written checklists
Phone and desktop	Works on web and mobile	Any browser, nothing to install
Print and PDF	Prints with document margins and styling	One-click, print-ready PDF
Cost	Free with a Google account	Free to build, print and download as PDF

THE FASTER WAY: GENECHECKLIST

- 1 Open the free builder**
Go to the checklist builder. There is no download, no sign-up and no hidden menu to switch on. It loads as a blank checklist, ready for you to type.
- 2 Add your items, or start from a template**
Type a task and press Enter for the next line. In a hurry? Pick one of 300+ ready-made checklists — moving, wedding, camping, onboarding, and on — and edit it to fit your situation.
- 3 Organise, then save, print or share**
Drag items to reorder them, group them into sections, and tick them off against a live progress bar. Download a clean PDF, print it, or send a share link, all from the same screen.

FREQUENTLY ASKED QUESTIONS

How do I make a checklist in Google Docs?

Type your items on separate lines, select them, and click the Checklist button in the toolbar (or press Ctrl+Shift+9). Each line becomes a tickable checkbox.

Where is the checklist button in Google Docs?

It is in the main toolbar, just to the left of the bulleted-list icon, and looks like a small ticked box. You can also use Format then Bullets & numbering then Checklist.

Can you make a checklist in Google Docs on mobile?

Yes. In the Google Docs app, tap the list-format icon and choose the checklist style.

Does Google Docs strike through checked items?

It can. Choose the strikethrough checklist style from Format then Bullets & numbering then Checklist.