

How to Make a Checklist on iPhone

Checklist Guide · Notes · Easy · 1-2 minutes

The iPhone Notes app has a built-in checklist tool, so making a quick checklist on your phone takes seconds. This guide shows how to start one and how to convert existing text, then explains why Notes is great for quick lists but limited for anything you want to reuse, print or share widely.

Read the live, illustrated version online:

<https://genechecklist.com/guides/how-to-make-a-checklist-on-iphone>

QUICK ANSWER

To make a checklist on iPhone, open the Notes app, create a new note, tap the checklist icon (a circle with a tick) above the keyboard, and type your items. Press Return after each one to add the next checkbox.

METHOD 1: START A NEW CHECKLIST

The standard way to make a fresh checklist in Notes.

- 1 Open Notes and start a new note**
Tap the new-note icon (a square with a pencil).
- 2 Tap the Checklist button**
Above the keyboard, tap the checklist icon (a circle with a tick). On some screens it sits behind the "Aa" formatting button.
- 3 Type your first item**
Write the task, then press Return to get a fresh checkbox on the next line.
- 4 Tick items off**
Tap a circle to mark a task done. Notes can move completed items to the bottom automatically.

WHERE NOTES SLOWS YOU DOWN

- It only works well on Apple devices. There is no clean way to open or edit the list on Windows or Android.
- No categories, priorities or progress bar. Long lists become one endless scroll.
- Printing or exporting a tidy PDF is clumsy, and sharing means giving someone access to the whole note.
- There are no templates, so every list starts from scratch.

The verdict: iPhone Notes makes a checklist in seconds and is great for quick personal lists, but it is locked to Apple devices with no templates, categories or proper export.

NOTES VS GENECHECKLIST

	Notes	GeneChecklist
Time to a usable checklist	1-2 minutes	Under a minute
Checkboxes	One tap on the checklist icon	Built in: tap to tick, with a live progress bar
Ready-made templates	None	300+ professionally written checklists
AI list generation	Not available	Describe your list and AI writes the items
Phone and desktop	Apple devices only (no Windows or Android)	Any browser, nothing to install
Print and PDF	Awkward; no clean PDF layout	One-click, print-ready PDF
Cost	Free on Apple devices	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 let AI do it**
Type a task and press Enter for the next line. In a hurry? Describe what the list is for, such as "weekend camping trip with two kids", and AI writes the items for you. Or start from one of 300+ ready-made checklists.
- 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 the iPhone Notes app?

Open a new note, tap the checklist icon above the keyboard (a circle with a tick), and type your items. Press Return after each one to add the next checkbox.

Can I make a daily checklist on my iPhone?

Yes, in Notes. But because Notes has no templates or reset feature, many people prefer a checklist builder that lets you reuse the same list every day and print it.

How do I turn existing text into a checklist in Notes?

Select the lines of text, then tap the checklist icon. Each line becomes a separate tickable item.

Why do my Notes checklists not sync to my PC?

Notes checklists are tied to Apple devices. To use the same checklist on a Windows PC or Android phone, build it in a web-based tool that opens in any browser.