

# How to Make a Checklist (The Easy Way)

Checklist Guide · Easy · Varies by tool

A checklist is one of the simplest, most effective ways to get something done without forgetting a step. But a checklist only works if you actually use it. This guide covers how to make a checklist in five steps, what separates a checklist you rely on from one you ignore, and the easiest tools to build one in.

Read the live, illustrated version online:

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

## QUICK ANSWER

To make a checklist, give it a clear goal, write down every task, group related tasks into sections, order them and flag the priorities, then put it in a tickable, reusable format such as a checklist builder.

## HOW TO MAKE A CHECKLIST IN 5 STEPS

*A simple process that works for any checklist, in any tool.*

- 1 Name the goal**  
Give the list a clear, specific title, such as "Weekend Camping Trip" rather than just "Stuff". A focused title keeps the items focused.
- 2 Brain-dump every task**  
Write down everything that needs doing, in any order. Do not edit yet; just get it all out of your head.
- 3 Group related items**  
Sort the tasks into a few sections, for example "Before", "During" and "After", or by room or category. Sections stop a long list feeling overwhelming.
- 4 Order and prioritise**  
Put the sections in the order you will work through them, and flag the must-do items so they stand out.
- 5 Use a format you can tick, save and reuse**  
Pick a tool with real checkboxes so you can track progress, and one that lets you save the list and use it again next time.

## WHY MOST CHECKLISTS FAIL

- They live in the wrong place. A list buried in a document or notebook page gets forgotten.
- They are one long, flat scroll with no sections, so they feel overwhelming.

- They cannot be reused. A one-off paper list is gone after a single use.
- They are stuck on one device, so you cannot check them where and when you need them.

**The verdict:** A good checklist has a clear goal, grouped sections, real checkboxes and a home you will actually return to.

## DIY VS GENECHECKLIST

	The DIY way	GeneChecklist
<b>Time to a usable checklist</b>	Varies by tool	Under a minute
<b>Checkboxes</b>	Depends on the tool; often fiddly to set up	Built in: tap to tick, with a live progress bar
<b>Ready-made templates</b>	You usually start from a blank page	300+ professionally written checklists
<b>AI list generation</b>	Not available	Describe your list and AI writes the items
<b>Phone and desktop</b>	Varies; many tools are tied to one device or app	Any browser, nothing to install
<b>Print and PDF</b>	Office tools print with clutter; notes apps print poorly	One-click, print-ready PDF
<b>Cost</b>	Free tools exist, but none are built only for checklists	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**

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### **What is the easiest way to make a checklist?**

Use a tool built for it. A checklist builder gives you working checkboxes, ready-made templates and one-click printing, without the menu-digging that office apps need.

### **How do I make a checklist I will actually use?**

Give it a clear title, group the tasks into sections, flag the priorities, and keep it somewhere you will see it. Reusable, tickable formats beat one-off paper lists.

### **What should every good checklist have?**

A specific goal, a short set of grouped sections, clearly worded action items, and checkboxes you can tick to see your progress.

### **How many items should a checklist have?**

As many as the task needs, but group them. A 40-item list split into five sections feels far lighter than a flat list of 40.