

A yellow tulip flower in a white vase is positioned in the upper left corner. Below it, an open pink notebook with a white cover is spread out, showing pages with some text. A white pen with gold accents lies horizontally across the bottom of the notebook. The entire scene is set against a light, neutral background.

Free Daily Routine Checklist

Get the details on how to make your perfect daily routine checklist, where to store it, and more.

Here's the details...



Hi there! Thanks for downloading this free daily routine checklist! Grabbing this checklist also means you're signed up for my monthly newsletter. Confession: one of my specialties as a marketer is email, including setting up sales funnels and monthly newsletters. I'm also *terrible* about keeping up on it myself. Oops. Just another reminder that if you aren't doing everything 100%... don't worry, neither are the professionals!

Your first thought when downloading this checklist is probably: is this another freebie I'll download and not use?! Trust me, I've been there. My sincere hope is that you do use this one! Here are a few suggestions:

- Start a system that works for **you**. I use an old fashion pen & paper for my daily checklist, which can be time intensive. But I have friends who use Notion, Google Docs, you name it for their daily checklists. Whatever works for you.
- It's not the gospel! Nothing in this checklist is law. Feel free to disregard or not use *anything* that doesn't spark joy for you. (Marie Kondo called and she says she agrees.)
- Daily routines don't work for everyone. And don't think of a routine as a *schedule* as much as a daily measurement of how you're doing and *what* you're doing.

I can't wait to see how you use this checklist to achieve your goals!

What does your daily routine need?

PICK 2 (OR MORE) FROM HERE

- Check email
- Journal
- Breakfast
- Your choice: _____

WORK PIECES

- Check Slack/etc.
- Admin Tasks
- Check in with team
- Your choice: _____

2 THINGS THAT MAKE YOU HAPPY

- Read for 20 minutes
- Water plants
- Watch TV
- Your choice: _____

My Daily Routine Checklist

Put your choices all together!

<input type="checkbox"/>	_____
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Notes: _____

Here's what mine looks like!

This is my daily checklist.

- Check email
- Journal/52 Lists
- Breakfast w/ Forrest
- Check daily schedule & review planner
- Take dog on a walk
- Water plants
- Read 20 minutes
- Review Clockify for the day

When it comes to the timing of these things, I usually follow the following:

- The first 4 are first thing in the morning, then I dive into work tasks in my planner
- The next 2 are around Lunch time, then more work tasks.
- The last 2 are end-of-the-day pieces, usually after dinner.



I'm so glad you took the time to download this checklist! I hope you found it helpful for creating your daily checklist. Remember, you don't have to use the same system I do; if you find it too constricting (choosing pieces from a list), make it your own! You don't have to use pen & paper, either! This checklist is for you, by you--if my method doesn't work, I can't wait to see what you use and how you make it your own.

Don't forget to check in on my website to see my next series to help you be more productive, hit your goals, and find your passion, despite the stress and strain of daily life. Thanks again for downloading!

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