

Checklist: _____

Goal for this list _____

Daily Routine

MORNING

Make the bed

Wash up & brush teeth

Get dressed

Breakfast

Pack bag for the day

AFTERNOON

Lunch

Main work / study block

Move or get outside

Quick tidy-up

EVENING

Dinner

Prep for tomorrow

Screens off

Read or wind down

Lights out



Cleaning Checklist

Stay on top of the house with a rhythm of daily, weekly and monthly jobs.

DAILY	WEEKLY	MONTHLY
<input type="checkbox"/> Make the beds _____	<input type="checkbox"/> Vacuum the floors _____	<input type="checkbox"/> Clean out the fridge _____
<input type="checkbox"/> Wash the dishes _____	<input type="checkbox"/> Clean bathrooms _____	<input type="checkbox"/> Wash the windows _____
<input type="checkbox"/> Wipe counters _____	<input type="checkbox"/> Change the sheets _____	<input type="checkbox"/> Wipe the baseboards _____
<input type="checkbox"/> Quick 10-min tidy _____	<input type="checkbox"/> Do the laundry _____	<input type="checkbox"/> Declutter one room _____
<input type="checkbox"/> Take out the trash _____	<input type="checkbox"/> Dust surfaces _____	<input type="checkbox"/> Wipe down appliances _____
<input type="checkbox"/> _____	<input type="checkbox"/> Mop the floors _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Packing Checklist

CLOTHES

Tops

Bottoms

Underwear & socks

Pajamas

Shoes

Jacket / layer

TOILETRIES

Toothbrush & paste

Toiletry bag

Medications

Sunscreen

TECH & DOCUMENTS

Phone & charger

ID / passport

Tickets / booking

Wallet & cards

Headphones

ESSENTIALS

Keys

Water bottle

Snacks

Book / device



Project: _____

STEPS TO DONE

- Define the goal

- Break it into small steps

- Set a deadline

- Gather what you need

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

NEXT ACTION

NEED / WAITING ON

NOTES