Checklist

TITLE _____ DATE _____

Tip: write the items in the order you'll do them, so the list can be worked top to bottom.

1. ☐ _____
2. ☐ _____
3. ☐ _____
4. ☐ _____
5. ☐ _____
6. ☐ _____
7. ☐ _____
8. ☐ _____
9. ☐ _____
10. ☐ _____
11. ☐ _____
12. ☐ _____
13. ☐ _____
14. ☐ _____
15. ☐ _____
16. ☐ _____
17. ☐ _____
18. ☐ _____
19. ☐ _____
20. ☐ _____
21. ☐ _____
22. ☐ _____
23. ☐ _____
24. ☐ _____
25. ☐ _____
26. ☐ _____
27. ☐ _____
28. ☐ _____
29. ☐ _____
30. ☐ _____

Daily Checklist

WEEK OF _____

How it works: write the things to do every day down the side once, write the dates under the days, then tick each day's box when it's done.

ITEM	MON	TUE	WED	THU	FRI	SAT	SUN
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
DONE TODAY	/15	/15	/15	/15	/15	/15	/15

Same items every week? Copy them onto the next sheet before Monday.