



## CHECKLIST — FINISH WHAT YOU STARTED —

It's pretty easy to dream about things...talk about things...plan things... and start things.

Often, it's much more challenging to actually finish things.

Whether you're working on a creative project (like writing a book), personal project (decluttering your kitchen), a task at your job (putting together an important presentation), or any other kind of project, sometimes, finishing feels really hard.

This checklist might help.

Fill out this worksheet to create your "finish it!" checklist.

Finish what you've started.

It will feel amazing (so much relief, ease, lightness in your chest, ahhhhh) to finally get it done.

# CHECKLIST

## Project

Describe your project, task, or goal briefly.

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## Motivation

Write down 5 reasons why you really want to finish this project.

These might be financial reasons, personal reasons, professional reasons, spiritual reasons—any reasons that feel powerful for you.

1. 

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2. 

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3. 

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4. 

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5. 

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## **“Back On Track” Thought**

When you feel stuck, what’s something you could think (or say aloud) to get yourself back on track?

What’s a productive thought that would help you keep moving forward?

For example:

“I can do this. One tiny step at a time.”

“It will feel so good to finally get this done.”

“If I walk away from this, I will regret it. It’s important to finish.”

“I’ve done many challenging things in my lifetime. I can do this, too.”

“Things are moving in the right direction. Just keep marching forward.”

“Just five more minutes. I can do anything for five minutes.”

Write down a thought that might help you:

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## WHAT KINDS OF STEPS DO YOU NEED TO TAKE?

For your checklist (template is provided on the next page), you will write down all the steps you need to take in order to finish this project.

Every project is different. You might have 3 steps to do. Or 30. Or more.

Your project might require several kinds of steps, including logistical, research, fundraising, creative, and emotional steps. Some examples:

### **Logistical steps**

[ ] \*Example\* Email Kate and ask her to send me a signed W-9 form.

### **Research steps**

[ ] \*Example\* Google and find out if the library offers any writing classes.

### **Fundraising steps**

[ ] \*Example\* Set a timer for 45 mins and work on the grant application.

### **Creative steps**

[ ] \*Example\* Set a timer for 45 minutes and write an inspiring email newsletter to encourage people to buy tickets for the show!

### **Emotional steps**

[ ] \*Example\* Ask Dawn if she will drive me to the courthouse, be with me, and provide emotional support so I don't have to go alone.

—MY “FINISH IT!” CHECKLIST—

**Project**

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**Today's date**

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**Date I intend to finish this project**

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**Steps I need to take**

*Adjust as needed. You can add more lines, move things around, or delete any sections that don't apply to you.*

Logistical steps

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

Research steps

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

## Fundraising steps

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

## Creative steps

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

## Emotional steps

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

## Other steps

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

[ ] \_\_\_\_\_

## My “back on track” thought

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### Victory!

How will you celebrate once you’re halfway done with this checklist?  
What’s your reward?

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How will you celebrate once you’re completely done?

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### Extra credit

Review your checklist. Find one item that you suspect will be especially difficult for you—one item where you anticipate feeling stuck, feeling scared, feeling like, “This is too hard,” or, “Ugh. I don’t want to do this!”

Put a star next to that item. Acknowledge that this might be tough for you. And that’s okay.

Then come up with a plan to make this particular step feel gentler, easier, simpler, and more doable.

Could you ask a friend to help? Could you sit next to someone and ask them to provide emotional support and solidarity? Could you play your favorite music to boost your mood? Whatever it is, there’s gotta be something you could do to make it feel a tiny bit better.

## YOUR CHECKLIST IS DONE! GREAT JOB.

This is a free worksheet. Enjoy. Share it with friends, family, and students.

If you'd like to publish this worksheet in a book, magazine, on a website, or any other platform—or if you'd like to use this worksheet in a commercial/for-profit context (with clients, customers, etc.) please email [hello@alexandrafranzen.com](mailto:hello@alexandrafranzen.com) to request permission first. Thank you.

## ABOUT ALEXANDRA

[Alexandra Franzen](#) is a writer and entrepreneur based in Hawaii.

Her writing has been published in places like *Time*, *Forbes*, *Newsweek*, *The Huffington Post*, and *Lifehacker*. She's been mentioned in places like *The New York Times Small Business Blog*, *The Atlantic*, *The Los Angeles Times*, and *Inc*.

She's the author of several books, including [The Checklist Book](#), [You're Going to Survive](#), and [So This Is the End: A Love Story](#).

She teaches classes on writing, communication, creative marketing, productivity, setting intentions and goals, and simplifying life and work. She has led classes in 18 cities around the world, and online, too.

Free newsletter with inspiring true stories, music playlists, and more:  
<http://www.alexandrafranzen.com/newsletter/>

Free worksheets, checklists, and other cool things:  
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