



DAILY CHECKLIST

Too much to do? Not enough time?

Feeling overwhelmed? Struggling to focus?

Try creating a **Daily Checklist** to set yourself up for a calm, productive day. **(You'll see instructions on page 3.)**

Make your Daily Checklist (for tomorrow) in the evening before you go to bed. For example, if it's Thursday evening right now, then it's time to make your Daily Checklist for Friday.

I recommend that you write your checklist by hand—or type it and print it out. There's something very powerful about having an actual piece of paper with boxes that you can physically check off. It feels so satisfying. Personally, I don't get the same satisfaction from a digital checklist. For me, it's gotta be old-school paper and pen.

Put your Daily Checklist right by your coffee maker, tea kettle, kitchen table, or some other place that you'll see first thing in the morning. That way, when you wake up tomorrow morning, your day is beautifully planned out! You've got your plan. You're ready to roll.

This helps you begin your day on a clear, focused, and intentional note.

Your Daily Checklist includes:

- **Tasks** you need to complete: emails, work projects, important priorities that really need to happen today. *Try to be realistic about how many tasks you can accomplish in one day. Remember that you're a human being, not a robotic machine.*

- **Experiences** you want to have: meditation, yoga, workout, quiet time with a book, snuggling with your kids, watching the sunrise or sunset. *Experiences are just as important as tasks. Ultimately, these experiences—little moments of beauty, making memories with people you love—are what matter most of all.*

- **Tiny wins** that are super easy to accomplish, providing a feeling of fresh energy and momentum: drink one glass of water, take one deep breath, pet a soft dog, watch one hilarious YouTube video and laugh.

- **Extra credit.** Feel like going "above and beyond" today? Write down an "extra credit" task and then do it!

- **Rewards.** Choose something fun to reward yourself for accomplishing all of your tasks. Enjoy!

- **Blank space for unexpected things** that might arise during your day—because sometimes spontaneous things come up!

- **Anything else that you want.** Trust your "hut" (heart + gut) and add whatever feels right. It's your day. Design it however you want.

MY DAILY CHECKLIST

Today's date: _____

Mantra/Motto/Inspiring message for today:

Tiny win: _____

Tiny win: _____

Tiny win: _____

Task: _____

Task: _____

Task: _____

Experience: _____

Experience: _____

Experience: _____

Extra credit: _____

Unexpected: _____

Reward: _____

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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.

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