Personal Daily Productivity Checklist

Morning

- ☐ Wake up on time
- ☐ Drink a glass of water
- ☐ Meditate or stretch (5-10 min)
- ☐ Review today's goals & tasks
- ☐ Prioritize 3 key tasks

Work/Study

- ☐ Focus block: Deep work (no distractions)
- ☐ Check/respond to emails/messages
- ☐ Take a short break (walk/stretch)
- ☐ Make progress on top priorities
- ☐ Review remaining tasks before finishing

Evening

- ☐ Unwind (read, hobby, relax)
- ☐ Reflect: What went well? What to improve?
- ☐ Prepare things for tomorrow (desk, clothes, etc)
- ☐ Note something you're grateful for
- ☐ Go to bed at a reasonable hour