

# Daily Routine Checklist

## Morning

- ☐ Wake up
- ☐ Make your bed
- ☐ Have breakfast
- ☐ Exercise
- ☐ Review & plan day's tasks

## Afternoon

- ☐ Focus work/study session
- ☐ Lunch break
- ☐ Meetings/Calls
- ☐ Take a quick break

## Evening

- ☐ Wrap up remaining tasks
- ☐ Dinner
- ☐ Relax/Screen-free time
- ☐ Set up for tomorrow
- ☐ Bedtime