

Structured Daily Activities Checklist

Morning

- 7:00 ☐ Wake Up
- 7:10 ☐ Exercise / Stretch
- 7:30 ☐ Breakfast
- 7:50 ☐ Review & Plan Day

Work/Focus

- 8:00 ☐ Complete Priority Task
- 10:00 ☐ Take a Short Break
- 12:00 ☐ Lunch Break
- 13:00 ☐ Continue Work / Secondary Task

Afternoon

- 15:00 ☐ Review Progress
- 15:30 ☐ Reply to Emails / Messages
- 16:00 ☐ Wrap Up & Organize Workspace

Evening

- 18:00 ☐ Dinner
- 19:00 ☐ Unwind / Personal Time
- 21:00 ☐ Reflect & Journal
- 22:00 ☐ Sleep

Notes

Additional notes...