

# Daily Habits Checklist

A full daily routine of good habits spanning health, focus, and productivity.

## Start the Day Right

- Wake up at a consistent time  
*A steady wake time anchors the rest of your day.*
- Drink a glass of water and eat a balanced breakfast
- Get daylight and a few minutes of movement
- Take a quiet moment to set your intention for the day
- Avoid diving into your phone first thing

## Plan and Prioritize

- Review your calendar and commitments for the day
- Choose your top one to three priorities
- Write a short, realistic to-do list
- Schedule a focused block for your most important task
- Note any deadlines so nothing slips through

## Work With Focus

- Tackle your most important task before distractions pile up
- Work in focused blocks and silence non-urgent notifications
- Take regular short breaks to stay fresh  
*Brief breaks help sustain focus and reduce fatigue.*
- Batch small tasks like email instead of constant checking
- Tidy your workspace so it supports concentration

## Care for Your Body

- Drink water steadily throughout the day
- Eat regular, balanced meals and snacks
- Move or stretch every hour or two if you sit a lot
- Step outside for fresh air at some point
- Fit in some intentional movement or exercise

## Connect and Recharge

- Reach out to a friend, partner, or family member
- Take a real break away from screens at some point
- Spend a little time on a hobby or something you enjoy
- Practice a few minutes of mindfulness or deep breathing
- Note one thing you are grateful for today

## Reset for Tomorrow

- Do a quick 10-minute tidy of your main spaces
- Review what you finished and what to carry over
- Lay out clothes and prep essentials for tomorrow
- Unplug from screens before your wind-down

Head to bed at a consistent time for enough sleep