

Water Intake Checklist

A daily water-tracking checklist to set a target, schedule glasses through the day and reach your goal consistently.

Set Your Target

- Choose a realistic daily water goal in glasses or liters
- Note your goal at the top of the tracker
- Pick a glass or bottle size and count how many you need
- Adjust the target up on hot days or workout days
Heat, exercise and altitude all increase how much you need.
- Mark a checkbox for each glass you plan to drink

Schedule Your Glasses

- Glass 1: right after waking up
- Glass 2: with or before breakfast
- Glass 3: mid-morning
- Glass 4: with lunch
- Glass 5: mid-afternoon
Afternoon is when many people forget and fall behind.
- Glass 6: with dinner
- Glass 7: early evening (taper off before bed)

Track As You Go

- Tick off each glass the moment you finish it
- Refill your bottle right after emptying it
- Use a marked bottle so each refill equals a set amount
- Check your urine color as a quick reality check
Pale yellow usually means you are on track.
- Tally your total against your goal in the evening

Tips to Drink More

- Keep a full bottle visible on your desk or counter
- Pair drinking with existing habits like meals or breaks
- Add lemon, cucumber or berries for natural flavor
- Drink a glass before each meal to build the routine
- Set hourly phone reminders until it becomes automatic
Reminders help most in the first couple of weeks.
- Swap one sugary drink for water each day

Review & Adjust

- Compare your total to your target at day's end
- Note which times of day you tend to miss
- Raise or lower next day's target based on how you felt
- Reuse this printable tracker each day to build the habit
- Important: this is general information, not medical advice
If you have been told to limit fluids, follow your doctor's guidance.