

Daily Review and Planning Checklist

Come up with a list of things to review--print or don't, as long as it's super handy. This is my list: Use it or customize for yourself.



What are your chronic challenges during the day? What is one thing you can prep for the evening before to make it go easier?

1. Anything to download from head into system?
2. Review tomorrow's appointments.
Am I prepared for each one?
3. When are non-scheduled, high priority activities happening?
4. When/where/what's for lunch?
5. Which appointment should I dress for?
Should I pick out tonight?
6. When is quiet time happening?
7. Do I want to work with a theme for the day?
8. Reflect on Today. What are 1-3 things that I'm happy to have accomplished, can feel grateful for, are appreciative of, can pat myself on the back for?