

Getting My Life Together

CHECK LIST

- ☐ CREATE A BUDGET AND STICK TO IT
- ☐ SET SPECIFIC FINANCIAL GOALS FOR SAVINGS
- ☐ ESTABLISH A MORNING ROUTINE
- ☐ PRACTICE MINDFULNESS DAILY
- ☐ LEARN A NEW SKILL OR HOBBY
- ☐ CLEAN AND DECLUTTER YOUR LIVING SPACE
- ☐ DEVELOP A HEALTHY EATING PLAN
- ☐ SCHEDULE REGULAR HEALTH CHECK-UPS
- ☐ SET BOUNDARIES TO PROTECT YOUR TIME & ENERGY
- ☐ CULTIVATE POSITIVE RELATIONSHIPS
- ☐ VOLUNTEER IN SOME WAY
- ☐ CREATE A VISION BOARD
- ☐ DEVELOP A BEDTIME ROUTINE
- ☐ INVEST IN PERSONAL DEVELOPMENT
- ☐ PRIORITIZE EXPERIENCES OVER MATERIAL POSSESSIONS

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- ☐ MAKE YOUR BED DAILY.
- ☐ DRINK MORE WATER.
- ☐ WRITE A TO-DO LIST EVERY MORNING.
- ☐ GO FOR A 15-MINUTE WALK DAILY.
- ☐ SPEND 10 MINUTES DECLUTTERING EACH DAY.
- ☐ LIMIT SOCIAL MEDIA USAGE.
- ☐ SET A BEDTIME AND STICK TO IT.
- ☐ CALL OR TEXT A FRIEND/FAMILY MEMBER REGULARLY.
- ☐ READ FOR 15 MINUTES BEFORE BED.
- ☐ TRY A NEW RECIPE EACH WEEK.
- ☐ TAKE BREAKS TO STRETCH & RELAX.
- ☐ PRACTICE DEEP BREATHING EXERCISES.
- ☐ KEEP A GRATITUDE JOURNAL.
- ☐ PLAN YOUR MEALS FOR THE WEEK AHEAD.
- ☐ REFLECT ON ONE THING YOU'RE GRATEFUL FOR EACH NIGHT.

CHECK LIST

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Getting My Life Together Checklist



- ☐ WAKE UP AT A SET TIME EVERY DAY.
- ☐ MAKE YOUR BED RIGHT AFTER WAKING.
- ☐ DRINK A FULL GLASS OF WATER.
- ☐ OPEN CURTAINS OR WINDOWS FOR FRESH AIR AND SUNLIGHT.
- ☐ DO 5-10 MINUTES OF STRETCHING OR YOGA.
- ☐ PRACTICE DEEP BREATHING OR SHORT MEDITATION.
- ☐ WRITE DOWN 3 THINGS YOU'RE GRATEFUL FOR.
- ☐ REVIEW YOUR TO-DO LIST FOR THE DAY.
- ☐ HAVE A BALANCED, HEALTHY BREAKFAST.
- ☐ LIMIT PHONE USE FOR THE FIRST 30 MINUTES.
- ☐ DO A QUICK SKINCARE ROUTINE.
- ☐ TIDY UP YOUR SPACE BEFORE STARTING WORK.
- ☐ LISTEN TO UPLIFTING MUSIC OR A PODCAST.
- ☐ GET DRESSED FOR THE DAY (EVEN IF STAYING IN).
- ☐ REPEAT A POSITIVE AFFIRMATION OR INTENTION.

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Parenthood Checklist

- ☐ ESTABLISH A CONSISTENT DAILY ROUTINE FOR YOUR CHILD.
- ☐ KEEP MEDICAL RECORDS AND IMMUNIZATION SCHEDULES UPDATED.
- ☐ PLAN HEALTHY MEALS AND SNACKS FOR THE WEEK.
- ☐ MAINTAIN A CLEAN, SAFE, AND CHILD-FRIENDLY HOME ENVIRONMENT.
- ☐ ORGANIZE CLOTHING BY SIZE AND SEASON.
- ☐ SCHEDULE REGULAR HEALTH CHECK-UPS AND DENTAL VISITS.
- ☐ CREATE A MONTHLY BUDGET FOR FAMILY EXPENSES.
- ☐ PREPARE A GO-BAG FOR OUTINGS WITH ESSENTIALS.
- ☐ KEEP A CALENDAR FOR SCHOOL EVENTS AND ACTIVITIES.
- ☐ MAKE TIME FOR FAMILY BONDING ACTIVITIES DAILY.
- ☐ SCHEDULE PERSONAL SELF-CARE TIME TO RECHARGE.
- ☐ CHILD-PROOF AREAS AS YOUR CHILD GROWS AND EXPLORES.
- ☐ ORGANIZE TOYS AND LEARNING MATERIALS FOR EASY ACCESS.
- ☐ COMMUNICATE OPENLY WITH YOUR PARTNER OR CO-PARENT.
- ☐ CAPTURE AND BACK UP SPECIAL FAMILY MOMENTS.



Getting My Life Together Checklist



- ☐ DEFINE CLEAR SHORT-TERM AND LONG-TERM BUSINESS GOALS.
- ☐ REVIEW AND UPDATE YOUR BUSINESS PLAN.
- ☐ ORGANIZE ALL IMPORTANT DOCUMENTS AND CONTRACTS.
- ☐ TRACK INCOME, EXPENSES, AND CASH FLOW REGULARLY.
- ☐ SET A MONTHLY BUDGET FOR OPERATIONS AND GROWTH.
- ☐ BUILD OR UPDATE YOUR BRAND IDENTITY (LOGO, COLORS, FONTS).
- ☐ REFRESH YOUR WEBSITE AND ONLINE PRESENCE.
- ☐ AUDIT AND IMPROVE YOUR SOCIAL MEDIA STRATEGY.
- ☐ CREATE OR UPDATE YOUR MARKETING PLAN.
- ☐ NETWORK WITH POTENTIAL CLIENTS, PARTNERS, OR MENTORS.
- ☐ AUTOMATE REPETITIVE TASKS TO SAVE TIME.
- ☐ UPSKILL THROUGH COURSES, BOOKS, OR WORKSHOPS.
- ☐ REVIEW LEGAL AND TAX COMPLIANCE REQUIREMENTS.
- ☐ EVALUATE YOUR PRODUCTS/SERVICES AND IMPROVE THEM.
- ☐ SCHEDULE REGULAR SELF-CARE TO AVOID BURNOUT.

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- ☐ PACK YOUR BAG THE NIGHT BEFORE.
- ☐ REVIEW YOUR TIMETABLE AND UPCOMING DEADLINES.
- ☐ KEEP ALL NOTES AND ASSIGNMENTS ORGANIZED IN FOLDERS.
- ☐ MAINTAIN A DAILY HOMEWORK/STUDY TRACKER.
- ☐ REVISE CLASS MATERIAL WITHIN 24 HOURS OF LEARNING IT.
- ☐ KEEP YOUR DESK AND STUDY AREA CLUTTER-FREE.
- ☐ USE A PLANNER OR DIGITAL CALENDAR FOR ASSIGNMENTS & EXAMS.
- ☐ ASK QUESTIONS IN CLASS WHEN YOU DON'T UNDERSTAND SOMETHING.
- ☐ TAKE SHORT BREAKS WHILE STUDYING TO STAY FOCUSED.
- ☐ COMPLETE HOMEWORK ON THE SAME DAY IT'S ASSIGNED.
- ☐ PREPARE HEALTHY SNACKS AND WATER FOR SCHOOL.
- ☐ SET WEEKLY ACADEMIC GOALS.
- ☐ LIMIT PHONE USE DURING STUDY TIME.
- ☐ REVIEW NOTES BEFORE SLEEPING.
- ☐ REFLECT WEEKLY ON YOUR GRADES AND PROGRESS.

Getting My Life Together Checklist

-Before University

- ☐ RESEARCH YOUR UNIVERSITY'S CAMPUS, FACILITIES, & NEARBY ESSENTIALS.
- ☐ FINALIZE YOUR COURSE SELECTION AND TIMETABLE.
- ☐ ORGANIZE ALL ADMISSION AND ID DOCUMENTS IN ONE FOLDER.
- ☐ SET UP YOUR STUDENT EMAIL AND ONLINE PORTALS.
- ☐ CREATE A BUDGET FOR RENT, FOOD, TRANSPORT, AND EXTRAS.
- ☐ OPEN OR UPDATE A BANK ACCOUNT SUITABLE FOR STUDENTS.
- ☐ ARRANGE ACCOMMODATION AND CHECK MOVE-IN DATES.
- ☐ SHOP FOR DORM/APARTMENT ESSENTIALS (BEDDING, COOKWARE, STORAGE).
- ☐ UPGRADE YOUR LAPTOP AND INSTALL NEEDED SOFTWARE.
- ☐ LEARN BASIC COOKING AND LAUNDRY SKILLS.
- ☐ CONNECT WITH FUTURE CLASSMATES OR JOIN ONLINE STUDENT GROUPS.
- ☐ PLAN YOUR TRAVEL TO CAMPUS (AND BOOK TICKETS IF NEEDED).
- ☐ STOCK UP ON STATIONERY AND STUDY SUPPLIES.
- ☐ REVIEW YOUR SYLLABUS OR PREP READING MATERIALS.
- ☐ MAKE A SELF-CARE PLAN TO BALANCE ACADEMICS AND WELLBEING.