



Daily To-Do

Date: _____

To-Do

Complete



Quick Tips



Break It Into Chunks

Break larger tasks into smaller steps. Focus on one step at a time.



One Thing at a Time

When possible, finish your current task or step before moving on to something else.



Check Your List

Pause and check your list throughout the day. Cross off completed tasks and see what is next.



Write It Down

Write down important tasks and details so you don't have to rely on remembering them later.



Point & Call / Self-Talk

"I am taking my morning medicine. It is taken." Point → Done. ✓