



Daily Check List

TASK LIST

- ☐ Task 1:
- ☐ Task 2:
- ☐ Task 3:
- ☐ Additional Tasks:

DAILY GOALS

- ☐ Short Term Goal:
- ☐ Long Term Goal:
- ☐ Main Tasks (Top 3 Priorities)
 - 1.
 - 2.
 - 3.

POMODORO SESSIONS

- ☐ Session 1 (25 mins work, 5 mins break)
- ☐ Session 2 (25 mins work, 5 mins break)
- ☐ Session 3 (25 mins work, 5 mins break)
- ☐ Session 4 (25 mins work, 15 -30 mins break)

BREAKS

- ☐ Morning Break:
- ☐ Lunch Break:
- ☐ Afternoon Break:
- ☐ Evening Break:

REFLECTION

- ☐ What went well today?
- ☐ What could have been improved?
- ☐ Adjustments for tomorrow:

NOTES

- ☐ Important Reminders:
- ☐ Ideas and Thoughts:

