



Checklist 5 - Develop A Routine And Stick To It

Project Name: _____

Date: _____

Yes No

Developing a routine is an easy task, but sticking to it is quite technical. You have to stay motivated to be stuck to the same routine that you develop for your daily life activities. Staying in a routine manner is essential in becoming a successful person. Here is how you can develop a routine that will help you in becoming prosperous, and also the ways to stay stuck to this routine are mentioned:

Deciding and setting goals:

1

First of all, you have to decide what you want to do during your daytime.

2

You have to start by prioritizing the tasks that are important to you.

3

Now set goals for your day. Start by breaking down big goals into smaller ones and try achieving these. This will help you in sticking to these smaller goals.

Make a plan and stick to it:

4

Start making a plan for your daily routine. You can choose a calendar or a to-do list as the layout for your daily planner.

5

Mention your daily activities step by step on this planner.

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6

Now the most important thing is to stick to it and be consistent. Stick to the same routine that you've set in your planner, and do not change it.

7

Try to stay active during your day and divide your tasks in your schedule according to your activeness during various hours of the day.

8

Make it fun- avoid boring routine and do tasks that bore you during midday. And don't forget to take breaks.

Take some time out for yourself:

9

Giving you and your family, some time, should be a part of your daily routine.

10

Make it your evening ritual of giving time to yourself as it will make you ready for the next day.

11

Meditation will also help you in focusing on your daily routine and will improve your sticking ability with the routine.

Keep track of your progress and reward yourself:

12

You should start by making a visual calendar.

Notes

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- 13 Mark it by the end of the day, showing the tasks that you have performed during the day.
- 14 And, after sticking to your routine, you should reward yourself for staying motivated. For example, getting a new pair of shoes or simply one hour of rest.
- 15 Always stay prepared before starting a new routine.
- 16 Keep all the equipment and tools ready that will be required for your daily tasks.
- 17 Try new things to make your routine fun and stick to these things.
- 18 And lastly, do not procrastinate and perform your tasks on time as it is the key to a healthy daily routine.

Notes