

Blank Checklist Sheet

Write a routine down once so it can be photocopied and repeated, instead of being remembered slightly differently each time.

Twenty-eight numbered lines with a box against each, in two columns, and space to say what the list is for.

WRITE IT ONCE, PHOTOCOPY IT FOREVER

Write the list once, photocopy it, and it becomes a routine instead of a memory. That is the entire trick, and it works for pre-flight checks and packing for a holiday equally well.

Checklist for	Version or date	By
When this list is used	Completed by	
☐ 1.	☐ 15.	
☐ 2.	☐ 16.	
☐ 3.	☐ 17.	
☐ 4.	☐ 18.	
☐ 5.	☐ 19.	
☐ 6.	☐ 20.	
☐ 7.	☐ 21.	
☐ 8.	☐ 22.	
☐ 9.	☐ 23.	
☐ 10.	☐ 24.	
☐ 11.	☐ 25.	
☐ 12.	☐ 26.	
☐ 13.	☐ 27.	
☐ 14.	☐ 28.	
Anything not done, and why	Signed	