

DAILY CHECK LIST

- When in doubt, don't.
- Check calendar & TO DO list; set alarms for appointments.
- Do one thing at a time.
- Don't even look at the computer before I finish my morning routine:
 - Shower
 - Take meds
 - Dress
 - Eat breakfast
- Build in a delay—think before I talk.
- Everything should have a home. Don't put things down, put them back
- Stay in the kitchen when cooking, or set alarm to check in.
- Take breaks.
- Remember the “Rule of 4” and don't walk out of the door without:
 - Wallet
 - MetroCard
 - Keys
 - Phone
- [addendum: check that oven & stove are off]*
- Focus. Focus. Focus.