

✦ Morning Routine Chart

Ready /
departure cue

USUAL ORDER		
DELAY		

THINGS TO BRING / LOCATION

[illegible]

EVERY MORNING

	M	T	W	T	F	S	S
.....							
.....							
.....							
.....							
.....							

AFTER TRYING IT / ONE CHANGE

NEXT UNFINISHED STEP

☐ _____

SMALL VERSION Choose one item you regularly search for and give it a departure place.

MORNING ROUTINE CHART

A morning routine chart should show when you need to be ready, the order of the essential steps, and the things to bring. Add the repeated delay you want to reduce and a shortened version for a busy morning.

THE STEPS

A Free Editable Morning Routine Chart for Your Actual Day

A list of morning tasks misses what really slows you down. Write where things are, and a reminder for anything kept somewhere else.

1 CHOOSE THE FINISH LINE

Write when you need to leave or the event that means ready to begin.

3 MOVE ONE DECISION EARLIER

Prepare one needed item or make one choice ahead when practical.

5 ADD A DEPARTURE CHECK

Record the needed items and where they are. Leave a cue for lunch or anything kept elsewhere.

2 NOTICE ONE REPEATED DELAY

Keys, a badge, clothes, a form, or messages can all delay the same sequence.

4 WRITE A SHORT ACTUAL SEQUENCE

Use the order you follow. Keep required care and preparation visible.

6 PREPARE THE RUNNING-LATE VERSION

Keep care, safety, and anything you promised. Skip the tidying and the scrolling. Try the chart, then change the step that stalls.

AN EXAMPLE

Fictional commute: leave 7:40. Usual sequence: dress, breakfast, teeth, bag check, leave. Keys and badge stay in the work-bag pocket. A note on the bag says “lunch in fridge.” The running-late version leaves optional counter tidying for later.

THE SMALLER VERSION

Choose one item you regularly search for and give it a departure place.

WHEN YOU COME BACK

Mark the next unfinished step. Check what you need before you leave. No need to start the whole routine over.

AFTER YOU TRY IT

Did you spend less time looking for the same needed item?

Examples on this page are made up. Use your own dates and details.