

Systems Checklist

**(enter Y for yes, W for want one, and N/A for not applicable
please feel free to note any comments you may have as well)**

- _____ I have a system (calendar, day planner, personal information manager) for keeping track of my daily schedule.
- _____ I have a system for handling my mail.
- _____ I have a system for keeping track of my keys.
- _____ I have a system for paying my bills.
- _____ I have a system for doing the food shopping.
- _____ I have a system for keeping track of paper.
- _____ I have a system for decluttering on a regular basis.
- _____ I have a system for laundry/dry cleaning.
- _____ I have a system for cooking/making sure I eat healthy, nutritious foods.
- _____ I have a system for getting exercise on a regular basis, (at least 3 times per week).
- _____ I have a routine for getting out of the house on time for meetings, work, or appointments.
- _____ If I have sleep problems, I have developed a routine/ ritual for transitioning into sleep.
- _____ I have developed checklist to help me take everything I need to meetings, work or appointments.
- _____ I have a system, (timers, alarms, vibrators) for sticking to my schedule.
- _____ I have a system for monitoring whether or not I am "on task" at various times.
- _____ If I take medication/vitamins/supplements, I have a system for taking them with whatever the requirements are, (specific time, or with food).
- _____ I have a system for safeguarding at least one half hour's renewal time daily.
- _____ I have a system for checking with my body for rest, nourishment or relaxation needs.

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It has been edited and changed by Shannon Seek.**