To-Do Checklist

For repeatable jobs: same steps, same order, every time. Tick each step only when it is verified.

Checklist name: _____ **Date:** _____

Before

	Step (write it so anyone could check it)	Checked by	Date
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☐			
☐			
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☐			

During

	Step (write it so anyone could check it)	Checked by	Date
☐			
☐			
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☐			

After

	Step (write it so anyone could check it)	Checked by	Date
☐			
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Notes – what to change next time