

The Checklist Manifesto

by Atul Gawande

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

⁰¹ **Write a pause-point checklist**

Pick one recurring high-stakes moment and write a five-to-seven item checklist that happens at a natural pause before irreversible action.

MON TUE WED THU FRI SAT SUN

⁰² **Cut everything that is not a killer item**

Remove nice-to-have reminders until the checklist protects only against the errors most likely to damage the outcome.

MON TUE WED THU FRI SAT SUN

⁰³ **Assign one checklist owner**

Name the person who reads, confirms, or stops the process. A checklist without ownership becomes decoration.

MON TUE WED THU FRI SAT SUN

⁰⁴ **Make the team speak aloud**

Add one step that forces names, concerns, dependencies, or final risks into the open before the work proceeds.

MON TUE WED THU FRI SAT SUN

⁰⁵ **Run the list in the real environment**

Test the checklist during actual work, then rewrite any line that is too vague, too long, or easy to ignore under pressure.

MON TUE WED THU FRI SAT SUN

⁰⁶ **Turn every near miss into an edit**

After a failure or close call, update the checklist while the lesson is still concrete enough to change behavior.