My Morning Checklist

School mornings · Ages 4-8

Six steps, one fixed order, run by you. Mark each finished box with a crayon star. Tape this at your eye level by the launch pad — **the order never changes, only the hair redo can be skipped.**

The six steps

SAME ORDER EVERY DAY

1. **Wake with a 10-minute buffer** — 10 min
   Lamp on, curtains open, same wake-up phrase every day. No screens until everyone is dressed.
2. **Dress from last night's laid-out clothes** — 5-10 min
   Down to socks and shoes, before breakfast. Two choices offered at night, not the whole drawer.
3. **Breakfast anchor** — 15 min
   Same seat, same three breakfasts, food served before the bag check. Water or milk poured before you sit.
4. **Teeth, face, hair in one bathroom pass** — 5 min
   Two minutes on a visible timer. Same order every day: top teeth, bottom teeth, face, hair. One trip.
5. **Launch pad check by the door** — 5 min
   Bag, shoes in a line, coat on its hook, lunchbox inside the bag. Touch each item and say it out loud.
6. **Calm two-minute exit, same goodbye** — 2 min
   Shoes on at the pad, one calm goodbye with the same words every day, out the door before the rush.

Under-5s: point at the picture instead of repeating the instruction

- [ ] Sun — awake
- [ ] Shirt — dressed
- [ ] Bowl — ate
- [ ] Toothbrush — done
- [ ] Backpack — checked
- [ ] Waving hand — out the door

When you are already late

Skip in this order, and say so out loud: the hair redo first, then the breakfast choice (not breakfast itself), then the touch-and-say. Never skip teeth, the launch-pad check, or the goodbye.

Run the checklist unchanged for two full school weeks before you tweak it. After that, change one thing at a time — never the order.

Adult: pack the launch pad at night; the morning job is check, not pack. Keep the path to the door clear, and keep the step stool in one spot. A screen-free window for the whole family before school is one of the easiest swaps to make.