



Review this checklist each night to help you prepare for work.

- ☐ I know where my keys (i.e. house, car, work) are located.
- ☐ My cell phone is charging.
- ☐ My alarm clock is set and turned on.
- ☐ Work clothing is clean, neat, and ready for work tomorrow.
- ☐ Pack lunch / drink / snack.
- ☐ Bring money (dollars and coins) for lunch / vending machines.
- ☐ What work materials /supplies do I need to bring to work tomorrow?
  - ☐ \_\_\_\_\_
  - ☐ \_\_\_\_\_
  - ☐ \_\_\_\_\_
- ☐ Pack all work materials / supplies in a bag or briefcase.
- ☐ Are there any personal supplies I need to bring (i.e. medicine or personal care)?
  - ☐ \_\_\_\_\_
  - ☐ \_\_\_\_\_
  - ☐ \_\_\_\_\_
- ☐ Pack all personal supplies.
- ☐ Bring money for transportation (bus, cab, train).