

The Sunday Life Admin *Checklist*

A quiet inventory of the personal and household details asking for attention.



5 A4 PAGES / ENGLISH / PRINT + TABLET

Before You Begin

This is not a list of everything you should be managing. It is a calm place to notice what is already asking for attention.

Read each section once and mark only what genuinely applies now. Leave anything irrelevant untouched. The blank line in each section is there for the detail that belongs to your life but not to a standard list.

- 01 Read once
Notice the areas that are already asking for attention.

- 02 Tick selectively
Mark only what is relevant now - not what might matter one day.

- 03 Add one detail
Use the open line for something specific to your household or life.

- 04 Choose one step
Finish on page five by deciding what deserves attention first.

THE SIX AREAS INCLUDED

Home & Household

Personal Paperwork

Appointments & Travel

Payments & Renewals

Digital & Accounts

People & Shared Responsibilities

Home, Paperwork & Appointments

Tick only what belongs to your life. Leave the rest.

Home & Household

Practical details connected to the place you live.

- ☐ A repair or maintenance job that needs arranging
- ☐ A return, warranty or household purchase to follow up
- ☐ A recurring home service or appointment to check
- ☐ A document connected to the home to locate

SOMETHING ELSE _____

Personal Paperwork

Letters, forms and documents that need a clear response.

- ☐ A form or letter that needs a response
- ☐ An identity or personal document with a date to check
- ☐ A receipt, reimbursement or claim to complete
- ☐ A document that needs filing or sharing

SOMETHING ELSE _____

Appointments & Travel

Dates and arrangements that benefit from a calm review.

- ☐ An appointment to book, confirm or prepare for
- ☐ A booking, ticket or reservation to review
- ☐ A travel document or practical detail to check
- ☐ A date that still needs adding to the agenda

SOMETHING ELSE _____

Payments, Digital & Shared Details

Tick only what belongs to your life. Leave the rest.

Payments & Renewals

Practical details to review, not financial advice.

- ☐ A bill, reimbursement or payment detail to review
- ☐ A subscription or membership approaching renewal
- ☐ A recurring service that needs confirming or changing
- ☐ A purchase or cancellation still awaiting completion

SOMETHING ELSE _____

Digital & Accounts

Digital services, references and requests needing attention.

- ☐ An account or digital service requiring attention
- ☐ A download, receipt or reference file to keep
- ☐ An online request or application still unresolved
- ☐ A recurring digital service no longer in use

SOMETHING ELSE _____

People & Shared Responsibilities

Details that involve another person, reply or shared arrangement.

- ☐ A promise, errand or practical detail shared with someone else
- ☐ A family date or booking to confirm
- ☐ A form or document another person needs
- ☐ Something still waiting on a reply

SOMETHING ELSE _____

One Quiet Next Step

You do not need to solve every marked item today.

NEEDS ATTENTION FIRST

The one detail I want to handle soon is...

ALREADY SAFELY COVERED

The responsibility I can leave where it is...

CAN WAIT FOR NOW

The detail that does not need equal attention today...

The list has done its job when you can see what needs care without keeping every detail equally present.

A QUIET NEXT STEP, WHEN YOU WANT ONE

When seeing the responsibilities is no longer the difficult part, Sunday Life Admin helps you build the personal structure underneath them. Available separately in The Essy Cabinet.

