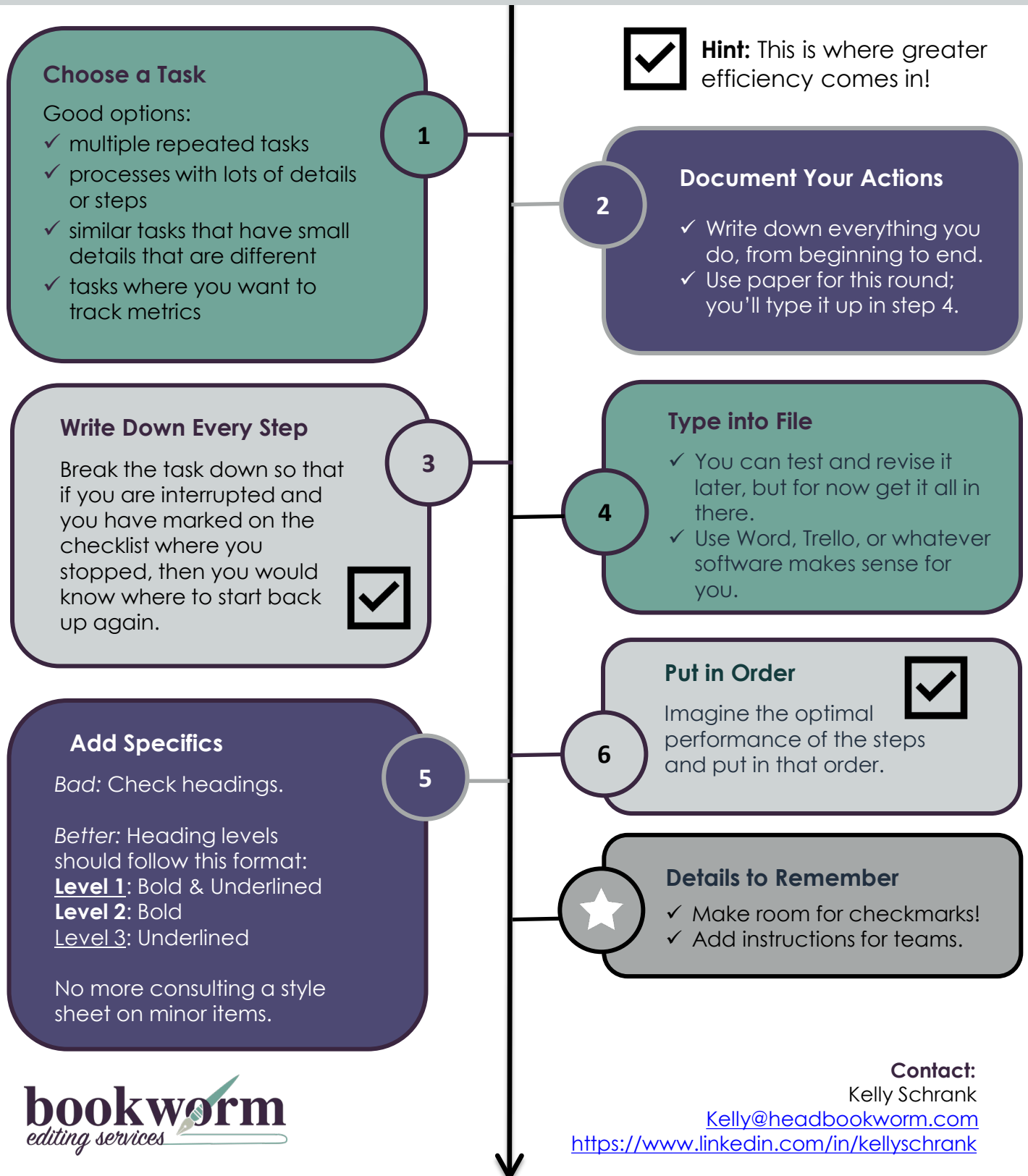


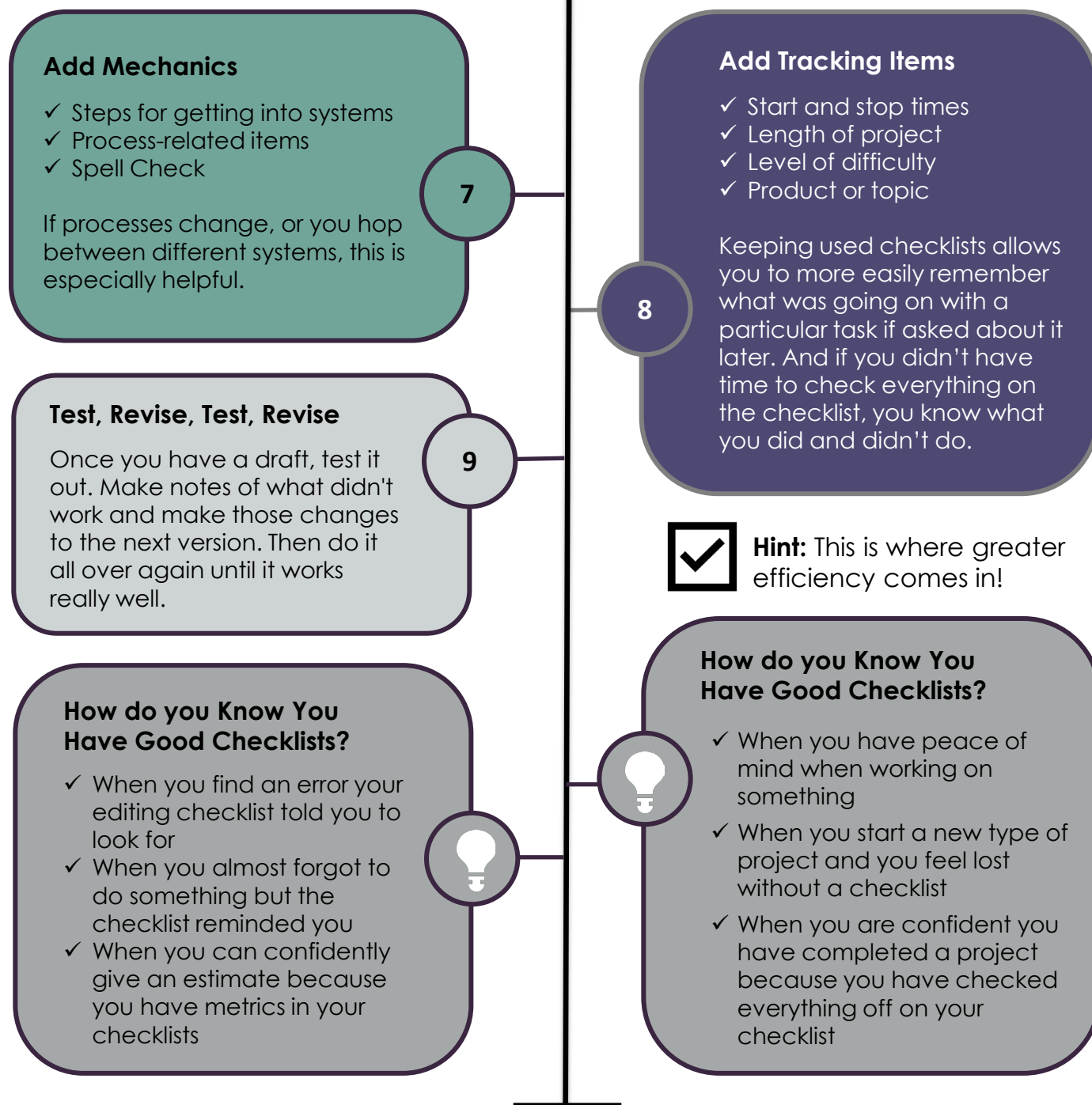


How to Create a Comprehensive Checklist

Creating and using a comprehensive checklist for a particular task can really help you be more efficient and consistent.

But a checklist is no good unless you use it! Being able to check off items you have completed lets you know where you left off when you have been interrupted or you go off on a tangent.





Resources:

- ✓ Franzen Alexandra. *The Checklist Book: Set Realistic Goals, Celebrate Tiny Wins, Reduce Stress and Overwhelm, and Feel Calmer Every Day*. TMA Press; 2020.
- ✓ Gawande, Atul. *The Checklist Manifesto: How to Get Things Right*. New York: Henry Holt & Company, 2010.
- ✓ Rizzo, Paula. *Listful Thinking: Using Lists to be More Productive, Highly Successful and Less Stressed*. New York: Start Midnight, LLC. 2014.
- ✓ Schrank, Kelly. "Using Editing Checklists for More Efficient Editing." *AMWA Journal*, 2013:164-166. https://cdn.ymaws.com/www.amwa.org/resource/resmgr/journal/Issues/2013/2013v28n4_online.pdf
- ✓ Schrank, Kelly. *Clarity by Design: Comprehensive Checklists in Medical Communication*. 1st ed. Bookworm Editing Services, LLC. 2025. <https://headbookworm.com/clarity-by-design/>

Checklist Examples:

<https://headbookworm.com/checklist-examples/>