

# Mental Load Checklist for Freelancers

Use this checklist as a guide to reduce stress, manage responsibilities efficiently, and maintain a better work-life balance:



## Work tasks

- Organize daily and weekly to-do lists
- Prioritize urgent and important tasks
- Track deadlines and client deliverables
- Schedule focused work hours
- Set boundaries for work hours and availability
- Respond to emails and client messages
- Invoice clients and track payments
- Plan for professional development and skill-building



## Household responsibilities

- Create a grocery list and plan meals for the week
- Schedule laundry and household chores (vacuuming, dishes, trash)
- Pay bills and manage household finances
- Maintain a home maintenance checklist (repairs, seasonal upkeep)
- Declutter and organize living spaces
- Plan and schedule grocery shopping and errands



## Family needs

- Plan and coordinate school events and extracurricular activities
- Arrange playdates and childcare schedules
- Keep track of important dates (birthdays, anniversaries, special events)
- Schedule doctor's appointments and medical checkups
- Provide emotional support to family members
- Organize transportation for school and activities



## Personal well-being

- Set aside daily self-care time (exercise, meditation, relaxation)
- Check in on mental health and stress levels
- Plan and schedule personal outings or social time
- Ensure enough sleep and maintain a healthy routine
- Limit social media and digital distractions
- Take breaks and allow time for hobbies or creative activities