# Step-by-Step Checklist Template

This checklist format helps ensure that all critical steps in a process are followed. Ideal for repeatable tasks that require accuracy and consistency.

## Checklist Title / Task Name

Purpose: Briefly describe what this checklist helps accomplish.

## Instructions for the User

Use this checklist to confirm each step has been completed. Check off items in order to avoid missing steps.

## Step-by-Step Items

☐ Step 1: [Enter clear, concise instruction]

☐ Step 2: [Enter next action]

☐ Step 3: [Continue for all required steps]

☐ Final Step: [Confirmation or wrap-up action]

## Additional Notes or Warnings

- Note 1: [Important detail, e.g., backup data before proceeding]

- Note 2: [Cautions or exceptions]

Date Created: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Created By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_