

# What is a CHECKLIST?

Checklists are an everyday item that many people use to ensure they're on track with something. The beauty of the checklist is that you can literally check (✓) your progress and see those areas that you still need to work on. Around home the likely place you'll find a checklist is the good old shopping list, or (unfortunately you might say) the chores list. At school, checklists are often used for safety reasons, like fire drills or workplace safety. Here's an example of what a checklist might look like. The example below has been designed as a checklist for people camping in the Wet Tropics. The checklist ensures people have minimum impact on the environment.

<b>Camper's Minimum Impact Checklist</b>
<b>Waste Disposal</b> <input type="checkbox"/> Did you take all your rubbish with you upon leaving the campsite? <input type="checkbox"/> Did you bury human waste to a depth of 15 centimetres?
<b>Use of Tracks</b> <input type="checkbox"/> Did you walk only on well-formed tracks and avoid taking shortcuts?
<b>Noise</b> <input type="checkbox"/> Did you keep noise to a minimum so others can enjoy the tranquility of the bush?
<b>Souveniring</b> <input type="checkbox"/> Did you leave everything in the bush as you found it?
<b>Camping</b> <input type="checkbox"/> Did you camp away from creek beds and animal trails? <input type="checkbox"/> Did you leave your pets at home?
<b>Fire</b> <input type="checkbox"/> Did you use a fuel stove? <input type="checkbox"/> Did you use fireplaces provided?
<b>Wildlife</b> <input type="checkbox"/> Were you careful when walking to ensure you didn't trample plants? <input type="checkbox"/> Did you abide by the national park rule not to feed wildlife?
<b>Culture</b> <input type="checkbox"/> Did you avoid disturbing areas of cultural significance, such as shell middens?

## Hints

- Your checklist should be written as a series of questions.
- Give the reader a chance to either tick a box (as above), or answer YES/NO.
- Your checklist should be simple to understand. Every member of your household should be able to read it!
- Ideally, you should ask for some input from your household – after all, they're going to be sticking to it.