

Self Care Basic Schedule Worksheet

Step 1: Determine how many hours of sleep you want to get each night. Set your wake and sleep time. Enter that information on the worksheet.

Step 2: Fill in your scheduled time during the day (ie: work schedule, school schedule). Jot those things in the line below. Enter that information on the worksheet. It may be helpful to print 2 versions: One for the days you are at work/school and one for the days you are home.

Step 3: Make a separate list of daily responsibilities. Some examples are dinner, laundry, running the kids to lessons. I usually leave a chunk of time in my schedule to perform these duties even if they change from day to day. Enter those things in the lines below. Group items together that you do on a weekly basis that you need to make daily time for (laundry, grocery shopping, cleaning, mowing lawn). DO NOT write that information on the worksheet yet.

Step 4: Make a wish list. These are the things that you would LIKE to have time to do. Examples include exercise, drinking more water, meal prep, reading, meditation/prayer time. Note times of the day that you prefer to do these things. (For example, I like to exercise in the evening because I prefer to shower in the evening). Write those on the lines below, group things together that you do on a weekly basis so you can schedule time and insert the activity. DO NOT write that information on the worksheet yet.

Step 5: Look at your list. Is it realistic? Is there anything else you want to add? Enter that information on the lines below.

Step 6: NOW start entering times and tasks on the worksheet. I put all of my daily responsibilities on my schedule and see where I can incorporate my “wish list” items. Sometimes it helps to cross items off of my list above as soon as I enter them on the schedule.

What do you have left? See if there is a time of day where you can block time for those items and substitute tasks in there depending on the day. Remember, start out slow and easy. You can always add things into your routine, however if it is overwhelming, you will not be able to easily follow the schedule and you will be resistant to the change.

Be kind to yourself! Remember that this is a process and can always be tweaked!

SAMPLE SCHEDULE

Below is a sample of one of my days. I make sleep a priority, schedule my “wish list” items of drinking more water and exercising around my responsibilities, and plan my menu to hit my goal of 5 servings of fruits/veggies daily

Time	Activity
6am	Wake, chug water #1, 15 minutes of quiet time with coffee in bed
6:15	Breakfast for everyone: oatmeal with fruit, wake kids up, get lunches ready, get ready for work
7:30	Kids on bus, chug another glass of water, leave for work
8:00	Work starts
10:00	Chug glass of water #2, almonds and large raw carrot
12noon	Lunch: turkey, cheese, lettuce wrap, yogurt with granola, seltzer water
2:00pm	Glass of water #3, apple
4:00	Work ends, drink Water #4 on way home
4:30	Kids off bus, Have snack for everyone: fruit smoothie, prep for dinner
5:00	Treadmill 30 minutes, Water #6
6:00	Dinner: grilled veggies, turkey burgers, brown rice
7:00	Kids homework, everyone showers/PJs, Water #7, free time for everyone afterwards
8:30	Kids in bed
9:00	Plan for next day, lay out clothes for morning, fill glass of water next to bed, brush teeth, PJs, quiet time with hot tea, read
10:00pm	Lights out, Sleep