

7 day calendar

to help you discover more me time



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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00am							
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							
12:00am							
1:00am							
2:00 – 4:00 am							

You are the designer of your ideal life.

Step #1: Record

Use this 7 Day Calendar to record everything you do in an entire week. Once your calendar is completely filled in, use highlighters or crayons to assign a color to each type of activity (yellow for sleep, red for meals, blue for leisure, green for work, orange of caregiving, etc.).

Step #2: Assess

What is taking up most of your time? Are you busy doing the things that are really important to you?

What would you like to do more of that you can't seem to fit in?

Are you getting 7 hours of sleep?

Step #3: Reclaim

What time can you eliminate or reduce that is sucking up your time but not getting you closer to your goals? (e.g. delete an addictive video game from your phone or DVR all your favorite shows to shorten time)

How could you delegate or outsource any tasks that are taking up your time? (e.g. organize a car pool or add another responsibility to a child's chore list)

How could you make your 'dead time' or 'waiting time' more productive? (e.g. listen to an audio book while commuting, work remotely one day a week to lose some commute time, create meal plan while waiting for an appointment, take a walk while your child is at their practice)

How could you adjust your bedtime or morning routine(s) to uncover more me time?

Are you using your lunch hour wisely? (e.g. pay bills, check personal email, make caregiver related calls)

Could you combine activities? (e.g. walk and talk with a friend or listen to a book while doing household chores)