



TIME MANAGEMENT

Inviting in Balance

When inviting in balance, it can be a challenge to move past “pass or fail,” “success or failure.” Balance helps us to consider steps, choosing progress verses “it all has to be done right now” and “done perfectly.” **When we take steps, this helps us not to burnout, fight against unhealthy thinking, and boosts our self-esteem.** A flexible and realistic schedule helps us to build positive evidence and invite in balance. Below are tips to help with balance with prioritizing and enjoyment.

THINGS TO CONSIDER:

Consider	Ideas	Examples
When do I have the most energy?	Morning, Afternoon, Night?	4am to 11am 12pm to 3pm 4pm to 8pm 8pm to 12am
What is absolutely required for the day?	What has to be completed or else consequences occur?	Job hours, Meal times, Picking up children or pets, paying a bill.
What can I attach to muscle memory (something done daily)? (Source: therapistaid.com)	Attaching a new habit to a current habit assists with remember it and boosting consistency.	After I <u>brush my teeth</u> , I will <u>meditate</u> . <u>current habit</u> <u>new goal</u>
What beneficial reward (doesn't have to cost money) can I add? (Source: therapistaid.com)	Is there anything that is a motivator, something to look forward to, or a healthy treat?	For example, after I <u>do the dishes</u> , I'll <u>goal</u> watch an episode of a <u>show I like</u> . <u>reward</u>
What can I do for additional motivation?	Burst cleaning: Watch a show, and do bursts of cleaning during it streaming ads. Timed tasks: Setting a timer and do one activity only during that time.	

NEXT: TIPS



Generate a schedule with blocks of time, not hour by hour

For example before lunch, I will _____, after dinner, I will _____.

This helps get out of the thought cycles of "I was supposed to do it at 8am" and then when it doesn't happen, thinking,, I failed." This also allows flexibility of surprises like a child who forgot their lunch when you had planned a goal. I do my blocks of times around meal. What is typical in your schedule for weekdays and then for weekends that you can build the blocks around? For example before breakfast, before lunch, before dinner, before bedtime. Of Before work, after work, before bedtime. Your blocks may vary on work days v. non work days. Or guardian care days v. non care days.



View tasks as steps verses it all has to be done at once

For example, Goal is "I want to paint this room." Tasks can be completed through several days. (1) I will pick out a color. (2) I will buy the supplies (3) I will sweep down the walls & tape trim. (4) I will paint the trim. (5) I'll paint the walls. (6) I'll hang the decor. Think of mini-goals verses all or nothing. Each step is progress.



Not everything is required to do every day

Adulting can be challenging. To go to work, care for household of pets and/or children, exercising, cooking, eating meals, hobbies, rest, connecting with friends, connecting with family...the list keeps going....this can be a lot to expect to be done in one day. Consider breaking down into patterns of days. For example, think about what can be done M, W, F and what can be done Tu, Th. What can be done weekdays or weekends only? When considering this, remember the above information and plan around your best hours and with blocks of time.



Consider Scheduling Themes

For example: Chores, Quality Time, Rest, Hobbies, Relaxation.

Scheduling themes allows flexibility so that if you don't have the energy to clean the kitchen but have done the dishes, you've still completed a chore. This assists with variety of what happens in our days such as lack of sleep, not feeling well, a sudden change in schedule.

Below is a Template Example

	Themes of Tasks			
Block of Time	M, W, F	Tu, TH	Blocks of Time	Weekend
Wake Up	Movement	Coping Skill	Wake Up	Coping Skill & Hygiene
Before Work	Hygiene & Food	Hygiene & Food	Before Breakfast	Relaxation or Hobby
Work Hours	Tasks & Meal	Tasks & Meal	Before Lunch	Chore & Hobby
Afterwork Hours	Coping Skill & Cook	Cook & Media	Before Dinner	Social & Movement
After Dinner, Before Bed	Media & Stretching	Chore & Hobby	After Dinner	Media & Stretching
Bedtime	Coping Skill & Hygiene	Coping Skills & Hygiene	Bedtime	Coping Skill & Hygiene

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