

Name:

Date:

Work-at-Home Routine

What kinds of work do you during the week and how much?

Ex. Classwork-6 hr, Extracurricular work-12 hr.

What things would you like to make time for?

Ex. Reading, Workout

What are your weekly chores?

Ex. Sweeping the kitchen

What are your weekly obligations?

Ex. Recurring meeting

Rise time:

Bed time:

Meal times:

Plan for at least three!

Now go to your favorite calendar application i.e. Google Calendar and start by placing blocks for each of the obligations, then make blocks for all of your make-time things, chores, and meals and place them between your rise and bed times, making sure to leave room for work time!