

### Custom Schedule

| <b>Time</b>                | <b>Sunday</b> | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> | <b>Saturday</b> |
|----------------------------|---------------|---------------|----------------|------------------|-----------------|---------------|-----------------|
| <b>5:00AM</b>              |               |               |                |                  |                 |               |                 |
| <b>5:30AM</b>              |               |               |                |                  |                 |               |                 |
| <b>6:00AM</b>              |               |               |                |                  |                 |               |                 |
| <b>6:30AM</b>              |               |               |                |                  |                 |               |                 |
| <b>7:00AM</b>              |               |               |                |                  |                 |               |                 |
| <b>7:30AM</b>              |               |               |                |                  |                 |               |                 |
| <b>8:00AM</b>              |               |               |                |                  |                 |               |                 |
| <b>8:30AM</b>              |               |               |                |                  |                 |               |                 |
| <b>9:00AM</b>              |               |               |                |                  |                 |               |                 |
| <b>9:30AM</b>              |               |               |                |                  |                 |               |                 |
| <b>10:00AM</b>             |               |               |                |                  |                 |               |                 |
| <b>10:30AM</b>             |               |               |                |                  |                 |               |                 |
| <b>11:00AM</b>             |               |               |                |                  |                 |               |                 |
| <b>11:30AM</b>             |               |               |                |                  |                 |               |                 |
| <b>Noon -<br/>12:00 PM</b> |               |               |                |                  |                 |               |                 |
| <b>12:30PM</b>             |               |               |                |                  |                 |               |                 |
| <b>1:00PM</b>              |               |               |                |                  |                 |               |                 |
| <b>1:30PM</b>              |               |               |                |                  |                 |               |                 |
| <b>2:00PM</b>              |               |               |                |                  |                 |               |                 |
| <b>2:30PM</b>              |               |               |                |                  |                 |               |                 |
| <b>3:00PM</b>              |               |               |                |                  |                 |               |                 |
| <b>3:30PM</b>              |               |               |                |                  |                 |               |                 |
| <b>4:00PM</b>              |               |               |                |                  |                 |               |                 |
| <b>4:30PM</b>              |               |               |                |                  |                 |               |                 |
| <b>5:00PM</b>              |               |               |                |                  |                 |               |                 |
| <b>5:30PM</b>              |               |               |                |                  |                 |               |                 |
| <b>6:00PM</b>              |               |               |                |                  |                 |               |                 |
| <b>6:30PM</b>              |               |               |                |                  |                 |               |                 |
| <b>7:00PM</b>              |               |               |                |                  |                 |               |                 |
| <b>7:30PM</b>              |               |               |                |                  |                 |               |                 |
| <b>8:00PM</b>              |               |               |                |                  |                 |               |                 |
| <b>8:30PM</b>              |               |               |                |                  |                 |               |                 |
| <b>9:00PM</b>              |               |               |                |                  |                 |               |                 |
| <b>9:30PM</b>              |               |               |                |                  |                 |               |                 |
| <b>10:00PM</b>             |               |               |                |                  |                 |               |                 |
| <b>10:30PM</b>             |               |               |                |                  |                 |               |                 |
| <b>11:00PM</b>             |               |               |                |                  |                 |               |                 |
| <b>11:30PM</b>             |               |               |                |                  |                 |               |                 |
| <b>Midnight</b>            |               |               |                |                  |                 |               |                 |
| <b>12-5 AM</b>             |               |               |                |                  |                 |               |                 |

## **Time Management Tips**

1. PLAN - List the everything you do on this document, in a planner, or on a phone/tablet app. Follow that plan for the day and keep track of any important commitments going on later that day or week. This way, you can not put stress on yourself, forgot any appointments, and make time for other activities

2. PRIORITIZE - List your priorities in order of importance to you. Is there a conflict with your time commitments and your priorities? You may need to make some adjustments to your schedule, to use time more efficiently and accomplish your prioritized tasks at an acceptable level. **DO NOT PUT STRESS ON YOURSELF**

3. ACTIVITIES - Do some enjoyable activity whenever possible: something you love that uses your talents and creativity so that you can strengthen those abilities.

4. EXERCISE- Find a physical activity that you enjoy. There is, arguably, no better way to “blow off steam” than to exercise. You will become more fit, more energetic, release tension, and help fight off disease.