

# Weekly Planner

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Follow these tips and use a weekly planner or calendar to help make your tasks and responsibilities easier to manage.

- Include time for self-care activities, like rest and exercise.
- Arrange things you need to do in order of importance. Get the most important things done first.
- Set a reasonable limit and avoid scheduling too many things into one day.
- Break up large tasks into small steps you can do one at a time.

Week of: _____	Morning	Afternoon	Evening
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

