



# MASTER WEEKLY CALENDAR

[illegible]



# MASTER WEEKLY CALENDAR

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00AM	Morning Routine						
6:30							
7:00	Breakfast with family						
7:30		Commute					
8:00		(Refer to separate Master Weekly Calendar for work)					Exercise
8:30							Kids games,
9:00	Church						yardwork,
9:30							family activity
10:00							
	Family activities, nap, get together with friends, etc						
5:00PM	Weekly planning	Time with spouse					
5:30	Dinner with family						
6:00	Free time	Household jobs with kids or play			Family Night	Date Night	Family time, get together with friends, etc.
6:30							
7:00							
7:30AM							
8:00		Exercise					
8:30		Read, relax					
9:00							
9:30							
10:00	To bed						



## Master Weekly Calendar Instructions

This worksheet will help you establish a weekly routine, making habits work for you and giving you a greater sense of being in control. Include both work and personal time. If you work outside the home, you might need to establish a separate schedule for work if one sheet does not provide sufficient space.

1. Enter the date.
2. Beginning with the time you get up, list regular time intervals for your day. Hourly or half-hour intervals should be sufficient for most people.
3. Indicate those time periods that are non-discretionary. (e.g. staff meetings)
4. Hint: When a task requires a large block of time, draw a box around the entire time period or color for distinction.
5. Next, indicate discretionary time periods, giving preference according to a task's priority. (e.g. Bible study and prayer time, family time, etc.)
6. Remember: It is not important that you assign a time for every detail because those things will vary. Think categories, such as appointments, and assign a block of time. Then, on a weekly basis you can decide what appointments you will make, but they will be scheduled within this time period allocated for appointments.
7. Be conservative, yet realistic in your time apportioning.
8. Do not forget the obvious, such as meals, paperwork, etc.
9. Take advantage of travel time and other blocks of time when two or more activities can be done at the same time. Use for things like reading, email, listening to podcasts, etc.
10. Once completed, ask yourself, "Does this schedule realistically include appropriate time for my Big Rock priorities and responsibilities?" If not, rearrange it until it does.
11. If you use an electronic calendar such as Apple Calendar or Outlook, consider replicating this Master Weekly Calendar in your calendar program by creating weekly repeating events.