

How to Fill Out Your Blank Schedule:

1

START WITH NON-NEGOTIABLES

Identify the most important, unchangeable commitments in your day and week. These might include: *Wake-up time, Work hours, Church services, Children's activities, Date night, Jesus time, Meals, Sleep schedule*

2

ADD IN SECOND-TIER ACTIVITIES

Once your non-negotiables are on the schedule, fill in the next priorities: *exercise, family time, personal development, household tasks, social events, self-care, hobbies*

3

FINE-TUNE YOUR ROUTINE

Balance your day to ensure you're not overloading certain time slots. Allow for flexibility, but try to stick to a structure that supports your priorities.

4

MONITOR & ADJUST

After a few days or weeks, evaluate what's working and what's not. If something feels too rushed or isn't realistic, adjust accordingly. Remember, your schedule is a tool—it should serve you, not stress you.

TIP: TRANSFER TO A DIGITAL CALENDAR

- Input your schedule into a phone calendar (Google Calendar, Apple Calendar, etc.) for easy access.
- Set reminders for key activities to keep yourself on track.

BLANK SCHEDULE

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TIME		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 am	00							
	30							
8 am	00							
	30							
9 am	00							
	30							
10 am	00							
	30							
11 am	00							
	30							
12 pm	00							
	30							
1 pm	00							
	30							
2 pm	00							
	30							
3 pm	00							
	30							
4 pm	00							
	30							
5 pm	00							
	30							
6 pm	00							
	30							
7 pm	00							
	30							
8 pm	00							
	30							