



Create A Daily Routine

A Step-By-Step Guide

Your Step By Step Guide:

STEP 1 //

Brain dump all of the tasks you have to and want to do on a **daily basis**. Use Page 4 for this.

STEP 2 //

On the Master Routine (page 13) add all of the things that happen everyday regardless of anything else. (ie., naps, meals, wake up, bedtime, etc.) **Be sure to add times for each.**

STEP 3 //

Add 3-4 general things to the Master Routine that **MUST** get done every day. **Make sure you add a time frame.** (Clean, Work, Declutter, Plan, Make Appointments, etc.).

If you add general tasks like cleaning, working, decluttering...then you know at that time you need to do *something related to that general area*. But because it is left general, you can refer to your separate cleaning schedule, or to-do list to see exactly what needs to get done during that time of day. (cleaning schedule and to-do list are not included in this guide).

STEP 4 //

And now for the fun part. Add 2-3 of the things you actually **WANT** to get done each day to the Master Routine. **Be sure to add a time frame for each item.**

Our wants are generally composed of items that if you miss them, it is not a big deal, but if you can do them, they will benefit you in some way. You can be more specific if you know what you want to do each day, or you can be general and put something like 'Me Time' two times a day. Then you know that is when you get to do something you want to do.

Your Step By Step Guide Page 2:

STEP 5 //

It is time to create an evening routine on the Master Routine.

I find that if I do certain things every evening, it makes my following day better. So add tasks that you feel will help you the next morning..such as picking up clutter, folding blankets, packing lunches, or anything else you need to get done to sleep easier and wake up happy.

STEP 6 //

Print your Master Routine and hang it somewhere you will see it throughout the day.

PRO TIP 1: Make sure you schedule time for yourself every day. You may only have 15-30 minutes, but it will do wonders if you are getting to do something you WANT to do instead of things you HAVE to do all the time.

PRO TIP 2: Do not overload your days trying to get everything done. Make sure to leave time for things that are out of your control and unexpected so you do not get stressed.

BONUS PAGE 1: I added a bonus Sunday Routine page (page 6-7) because I find that my Sundays are always completely different than my weekdays. But there are still things that I need to get done and make sure I do each and every Sunday. Having it written down and posted just helps me remember.

BONUS PAGE 2: I also added an Undated Calendar in case you prefer to look at your routine that way instead of as a list.

Everyday Tasks Brain Dump

If you need help thinking of things you need or want to do, you can use this list to help you. **List** the tasks that you **MUST** get done every day as well as the tasks that you **WANT** to get done every day. Use the categories to prompt and help you.

(Some examples are returning emails, doing laundry, exercising, reading a book.) (You may already have this worksheet, if not, fill it in)

<u>Happens Everyday</u>	<u>Must Get Done Everyday</u>	<u>Want To Get Done Everyday</u>	<u>Evening</u>
Check Email	Laundry	exercise	Clean Up Dinner
Return phone calls	Dishes	meditate	Dishes
	Dust	Play With Kids	Wipe counters
	Pick Up Stuff	Read	Put Lunches Together
	Mop Floors	Nap	Shower/baths
	Make Dinner	Cook	Snacks
	Check Email		Put Laundry Away
	Return Phone Calls		Kid's Bedtime
	Make Appointments		Mom time
			Mom's Bedtime

Everyday Tasks Brain Dump

If you need help thinking of things you need or want to do, you can use this list to help you. **List** that happen everyday regardless of everything else (naps, dinner, lunch, etc.), the tasks that you **MUST** get done every day (work, pay bills, cleaning, etc.), as well as the tasks that you **WANT** to get done every day (play with kids, read, exercise, etc.).

Happens Everyday	MUST Get Done Everyday	WANT To Get Done Everyday	Evening To-Do

