

Daily Schedule

During this time of adjusting routines and schedules, it can be helpful to set up a daily schedule for your time spent at home. Use this guide to set up a daily schedule that works for you.



Form – A daily schedule can take many forms:

- Written checklist
- Written in a daily planner or paper calendar
- Digital options like an online calendar or scheduling app

Location – Where will you keep your schedule?:

Find a *central location* in your home to keep your schedule. This prevents it from being misplaced. Places where you spend a lot of time are good options – kitchen, work desk, bedroom.

Use a *portable schedule* if you feel you need immediate access to it. Keep it on a clipboard that travels with you throughout the house, or on your phone for easy access anywhere.



Interaction:

Interact with your schedule to be sure that you are staying on track, sequencing your activities correctly, and completing each activity. You can:

- Check off items as you complete them
- Mark off, highlight or erase items
- For schedule apps, swipe, click or mark with a digital check

Activities to Include:

- *Self-care activities:* meals, medications, hygiene, and exercise
- *Household upkeep:* clean/disinfect, laundry, meal planning and prepping
- *Caring for others in the home:* your partner, children or parents in the house, a sick person in your house, pets
- *Work obligations:* scheduled calls, daily tasks as well as regular breaks
- *Leisure time:* connecting with others, reading, games/puzzles, movies, etc.





Other Considerations:

- *Use a timer* if you need an additional reminder to check your schedule or to move on to the next activity.
- *Plan ahead:* Make time at the end of each day to set your schedule for tomorrow.
- *Schedule across the week:* Make sure you plan a time each week to plan for groceries, pharmacy needs, household chores, connecting with others.
- *Allow for choice when possible:* this allows you to make decisions based on what you are in the mood for.
- *Be flexible:* It is OK if something needs to change unexpectedly.

Everyone is figuring out how to structure their days at home. It is OK if you cannot get to it all in one day. Use what you learn each day to adjust tomorrow's schedule.