

Establishing a Schedule

One way to manage anxiety is by establishing a routine schedule. In building this routine, consider creating a daily schedule like the example below. A daily schedule can include work/school activities, daily tasks, exercise, and times for meals and breaks.

Sample Daily Schedule:

8:00-9:00	Wake up	Shower, get dressed, morning TV, have breakfast
9:00-11:00	Emails/Phone calls/Complete assignments	Look at Google Calendar to see what is on the schedule for the week, follow up with speaker inquiries sent to me from the weekend, review action items on the to-do list
11:00-11:45	Cardio	Walk/run on a treadmill, read a book if using a standing desk
11:45-12:15	Personal time	Catch up with friends – texts
12:15-1:00	Lunch	
1:00-1:30	Creative time	Write a blog for one of my social media accounts
1:30-3:30	Emails/Phone calls/Complete assignments	Assignments done in the morning, then work on creative projects (next book, new presentations, video projects)
3:30-4:00	Break	Go outside for a walk, get fresh air
4:00-5:30	Emails/Phone calls/Complete assignments	If assignments from morning work are completed, work on creative projects (next book, new presentations, video projects)
5:30-7:00	Dinner/Relaxing time	
7:00-11:00	Socializing/Relaxing time	
11:00-12:00	Slow down time/Go to bed	

Directions:

Print the blank schedule(s) on paper or cardstock. Write in personalized tasks to create a daily schedule.

Blank Daily Schedule (1-hour blocks starting at 6:00am)

6:00-7:00		
7:00-8:00		
8:00-9:00		
9:00-10:00		
10:00-11:00		
11:00-12:00		
12:00-1:00		
1:00-2:00		
2:00-3:00		
3:00-4:00		
4:00-5:00		
5:00-6:00		
6:00-7:00		
7:00-8:00		
8:00-9:00		
9:00-10:00		

Blank Daily Schedule

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