

weekly planner

Weekly Planner or 'To Do List'

The following list contains examples of activities that you can put in your daily planner or 'to do list'. Activities or tasks can be classified into different categories. These could be basic or daily, maintenance or weekly, and special or occasional.

- Getting up
- Having a shower
- Getting dressed
- Eating breakfast
- Making the bed
- Vacuuming
- Cleaning the kitchen
- Cleaning the bathroom/s
- Doing the dishes
- Dusting
- Washing clothes
- Tidying up
- Shopping
- Ironing
- Resting
- Having a snack
- Gardening
- Maintaining outdoor areas (e.g. sweeping)
- Washing the car
- Putting the bins out
- Taking the rubbish out
- Meal preparation
- Cooking
- Caring for a pet
- Paying the bills
- Making phone calls/emailing
- Going to a medical or health professional appointment
- Exercising
- Taking medication
- Going to the library
- Going to the video/DVD shop
- Visiting friends
- Entertaining friends
- Going shopping
- Attending hobby/social clubs
- Going out for breakfast, lunch or dinner
- Listening to music
- Reading
- Watching television
- Watching a movie
- Going to the movies
- Getting ready for bed
- Going to bed

When planning your day or week it is important that you remember to balance tiring activities with easier activities. This means that if you are going to the doctor or doing the shopping in the morning on a particular day, then you might pay some bills or make some phone calls in the afternoon so that you do not exhaust yourself. It is also important to incorporate the cycle of activity, rest, activity, rest into your routine. A blank copy is provided for you to adapt for your individual use. This weekly planner can also be broken down into each day and you can use daily planners if you choose. Find a method that suits you and fits best with your lifestyle.

Example of Weekly Planner

| Time (Estimate) | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------------|---|---|---|---|---|---|---|
| 7:00-8:30am | Get up Shower & dress Make bed & tidy up | Get up Shower & dress Make bed& tidy up | Get up Shower & dress Make bed& tidy up | Get up Shower & dress Make bed& tidy up | Get up Shower & dress Make bed& tidy up | Get up Shower & dress Make bed& tidy up | Get up Shower & dress Make bed& tidy up |
| 8:30- 9:00am | Sit down to eat breakfast & rest | Sit down to eat breakfast & rest | Sit down to eat breakfast & rest | Sit down to eat breakfast & rest | Sit down to eat breakfast & rest | Sit down to eat breakfast & rest | Sit down to eat breakfast & rest |
| 9:00-10:00am | Clean bathroom | Vacuum | Walk dog or exercise | Hobby | Walk dog or exercise | Vacuum lightly | Tidy bathroom |
| 10:00-10:15am | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break |
| 10:15-11:15am | Clean kitchen | Wash clothes | Do some cooking | Go to shops & buy seedlings | Wash clothes | Iron | Tidy kitchen |
| 11:15-11:30am | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water |
| 11:30am-12:30pm | Dust | Ring friends & invite to dinner on Sunday | Do the dishes | Read/music | Hang out washing, potter in garden | Finish ironing & put away clothes | Get a DVD |
| 12:30-1:30pm | Sit down to eat lunch | Sit down to eat lunch | Sit down to eat lunch | Sit down to eat lunch | Sit down to eat lunch | Sit down to eat lunch | Sit down to eat lunch |
| 1:30-2:30pm | Walk dog or exercise | Bring bins in | Read | Garden | Write emails | Library | Read newspapers |
| 2:30-2:45pm | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break |
| 2:45-3:45pm | Make some phone calls | Sweep outdoor area | Hobby | Garden | Plan menu & write list for shops | Meet a friend | Listen to music |
| 3:45-4:00 | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water |
| 4:00-5:30 | Take rubbish out, put bins out & pay some bills | Hobby | Go to doctor appointment | Watch a movie | Grocery shopping | Listen to music | Prepare dinner with friends |
| 5:30-5:45pm | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Sit down to eat dinner with friends |
| 5:45-7:00pm | Prepare & sit down to eat dinner | Prepare & sit down to eat dinner | Prepare & sit down to eat dinner | Prepare & sit down to eat dinner | Prepare & sit down to eat dinner | Prepare & sit down to eat dinner | Sit down to eat dinner with friends |
| 7:00-10:00pm | Watch TV or read a book, Prepare for bed | Watch TV or read a book, Prepare for bed | Watch TV or read a book, Prepare for bed | Watch TV or read a book Prepare for bed | Watch TV or read a book Prepare for bed | Watch TV or read a book Prepare for bed | Watch a movie with friends Prepare for bed |

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| 8:30- 9:00am | | | | | | | |
| 9:00-10:00am | | | | | | | |
| 10:00-10:15am | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break |
| 10:15-11:15am | | | | | | | |
| 11:15-11:30am | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water |
| 11:30am-12:30pm | | | | | | | |
| 12:30-1:30pm | Sit down to eat lunch | Sit down to eat lunch | Sit down to eat lunch | Sit down to eat lunch | Sit down to eat lunch | Sit down to eat lunch | Sit down to eat lunch |
| 1:30-2:30pm | | | | | | | |
| 2:30-2:45pm | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break |
| 2:45-3:45pm | | | | | | | |
| 3:45-4:00 | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water | Have a rest break, eat a snack & drink some water |
| 4:00-5:30 | | | | | | | |
| 5:30-5:45pm | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break | Have a rest break |
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