## Weekly Schedule Template

- blank template below
- 1. Change the days so that the day you start your week is the first day in your schedule.
- 2. Choose to have specific times or times of day down the side of your schedule
- 3. Add in everything that is the same each week such as work, morning routine, evening routine, etc. Save the document like this so that each week you only add in new appointments, etc. These are in grey writing on the schedule below
- 4. Add in your non-negotiables/time-specific events meetings that are at a specific time, doctor appointments, travel, etc.
- 5. Add in your "MAGIC" (to find your "MAGIC" tasks read below). These are in **bold** on the schedule below.
- 6. Review your week overview and see if you need to or want to change anything around.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning Routine	Meditate Stretch Breakfast						
Morning	Work	Work	Work	Work	Work		Meal prep
Lunch	At work	At work	Date lunch	At work	With friends	With family	At home
Afternoon Work	Work	Work	Work	Work	Work	Work on hobby	Try new workout class
Afternoon	Work	Work	Work	Beach walk	Facial		
Dinner	Dinner date	Family dinner	Dinner with sister	Family dinner	Movie night with family		
Evening Routine	Journal Read						

"MAGIC" Taks - it is important to add magic to your day/week. Have a think about what is most important to you and what makes you enjoy your life. Even though these tasks may be fun and enjoyable our lives can get busy and we may not include them in our weekly schedule. It is important that we schedule them in so we can be sure that each week we are doing things that light us up and bring "MAGIC" to our lives. Some examples are reading with your kids, having date night, spending time with your friends, getting outside, doing your hobbies, pampering yourself, etc.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning Routine							
Morning							
Lunch							
Afternoon Work							
Afternoon							
Dinner							
Evening Routine							