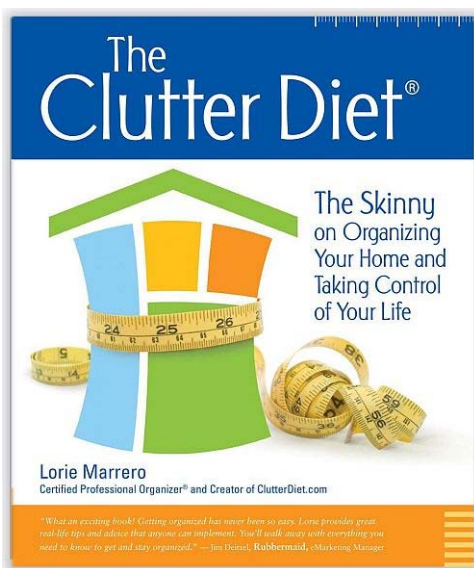


# Clutter Fitness Workbook



Free downloadable  
companion to the book  
*The Clutter Diet: The  
Skinny on Organizing  
Your Home and  
Taking Control of  
Your Life*

More about the book at [www.clutterdiet.com/book](http://www.clutterdiet.com/book)

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## Your First Clutter Fitness Exercise



Congratulations! Actually downloading this workbook means you are more serious than most people about your organizing goals.

Your first exercise was to print this workbook. We recommend selecting the option “Reverse pages” when printing so it will stack the pages in order on your printer.

Stapling the workbook together is just fine. But if you have a three-ring binder, you can punch holes in the pages and put them in the binder. You can also gather a highlighter and a pen to have with this book while you read it. Whatever works for you!

## Section One

### Chapter One

#### *How to Think Like an Organized Person*



To reinforce them in your mind, copy down the four questions that organized people ask themselves:

---

---

---

---

#### **Additional thoughts to explore:**

What is your own personal definition of what it means to be organized? What does being organized “look like” to you?

---

---

---

---

---

What are 3 tasks you can cross off your list right now, whether from delegating them, outsourcing them, or eliminating them?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

What is one process you could improve in your house right now to save steps and other inefficiencies?

\_\_\_\_\_  
\_\_\_\_\_

What is one set of information you could capture that would save you having to “reinvent the wheel?”

\_\_\_\_\_  
\_\_\_\_\_

What are your reasons for getting organized? Are they compelling? Write down your top 3 reasons.

## Chapter Two

*Getting Motivated Is About YOU*

1. \_\_\_\_\_

2. \_\_\_\_\_

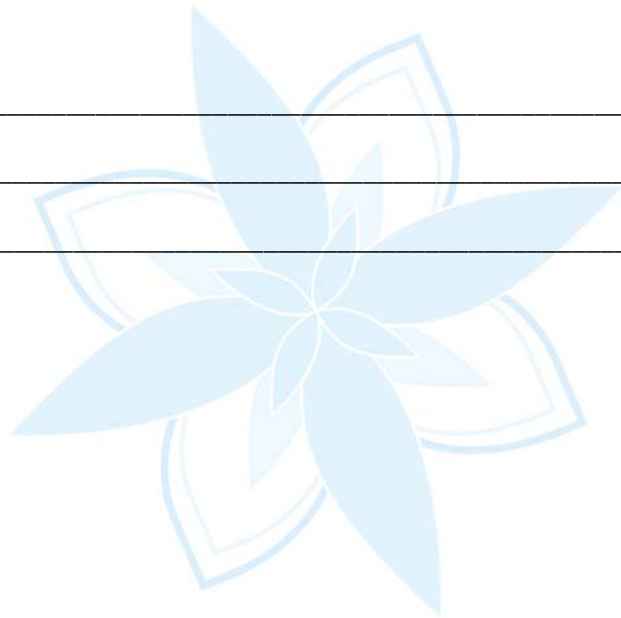
3. \_\_\_\_\_

### Fill in the blanks:

If only I were more organized, I could \_\_\_\_\_.

If only I were more organized, I would feel \_\_\_\_\_.

If only I were more organized, \_\_\_\_\_  
would be solved!



Write down the defeatist language you've used in the past and RE-write it in a way that supports you to make changes.

## Chapter Three

### Ten Common Motivational Barriers

You said:	Instead you can say:
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

What are the two barriers you most identify with in your situation?

---

---

How could you push through them? If you need help, paid members can log into our site and get advice from our team.

---

---

---

---

It's time to think about your own support system. Who can you be accountable to for your goals? How would you like to set this up for yourself? List three people who might be Motivation Partners with you and a way that you might best work with each of them.

1. 

---
2. 

---
3. 

---



What you can do is often simply a matter of what you will do.

– Norton Juster, *The Phantom Tollbooth*

Write here what kind of “unbalanced force” you could apply to yourself that would bust through YOUR inertia.

## Chapter Four

*How to Overcome Inertia*

---

---

How can you make your organizing projects more fun and interesting? List two ideas from this chapter that you could apply right away.

1.

---

2.

---

Contact one of the people you listed in the last chapter’s exercises as a possible Motivation Partner and explain what you’d like to do. It’s time to start getting a commitment from one of them to work on each others’ goals. Remember, your goals do not have to be the same!

Check here when this is done! (Because it feels really good to check things off.)

## Section Two



## Chapter Five

*Don't Let Clutter in the Door*

Which way is clutter entering your life more:  
Purchasing, Acquiring, or Allowing?

Purchasing

---

Acquiring

---

Allowing

---

What are two ideas from this chapter that you can implement right away?

## Chapter Six

*Purchasing Clutter*

1.

---

2.

---

Get our free Clutter Prevention Wallet Reminder Sleeves when you sign up for our newsletter at [www.clutterdiet.com/book](http://www.clutterdiet.com/book). Cut and fold them and put them in your wallet to remind you of all you learned in this chapter.

Take action for 15 minutes on some of the junk mail reducing strategies in this chapter.

## Chapter Seven

*Acquiring Clutter*

What actions could you take to reduce Acquired Clutter in these areas?

Mailbox:

---

Gifts:

---

Work:

---

Freebies:

---

Inheritance:

---

Children/Family Storage:

---

What strategies can you implement right away to reduce your Time & Communication clutter? Write down three things on which you will take action or change this week.

## Chapter Eight

*Allowing Clutter*

1.

---

2.

---

3.



Devoting a little of yourself to everything means committing a great deal of yourself to nothing. – Michael LeBoeuf

## Section Three

## Chapter Nine *Losing Clutter-Pounds!*



Think of one to three items in your home you already know you need to return. What are they?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Can you commit to returning at least one within a specific time frame? Ask your Motivation Partner if he or she has similar things to return—you might even be going to the same places!

Are there pricier items that you need to sell, such as nice formal wear or high-end electronics? Find out the resources for selling in your area.

---

---

---

Is there someone in your neighborhood or at work who might be able to help you list items for sale online?

Talk to that person and set a time to get together.

It's a good idea to make a Disposal Plan as a future reference for you to follow as you tackle your organizing projects. When you're finished organizing, you want to be free and clear of the debris as soon as possible so you can enjoy the results, and your Disposal Plan can make that happen.

The next four pages contain your Disposal Plan worksheets:



# My Disposal Plan



**Trash:**

My normal curbside trash pickup day(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Depending upon your needs, it may be beneficial to schedule your organizing projects around your pickup days.)

Name and phone number of my waste disposal company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

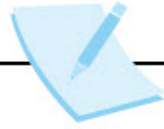
My trash service picks up large items like mattresses at the following times:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local hazardous waste disposal information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**Recycling:**

Guidelines for accepting (note exactly what types are accepted, especially paper and plastic):

•Paper: \_\_\_\_\_  
\_\_\_\_\_

•Plastics: \_\_\_\_\_  
\_\_\_\_\_

•Steel Cans: \_\_\_\_\_  
\_\_\_\_\_

•Aluminum Cans: \_\_\_\_\_  
\_\_\_\_\_

•Other: \_\_\_\_\_  
\_\_\_\_\_

Recycling drop off locations and phone numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other notes:





## Donations:

Name of favorite charitable organization and phone number:

_____	<input type="checkbox"/> Does pickups
_____	<input type="checkbox"/> Does pickups
_____	<input type="checkbox"/> Does pickups
_____	<input type="checkbox"/> Does pickups
_____	<input type="checkbox"/> Does pickups
_____	<input type="checkbox"/> Does pickups

Notes on acceptable items and pickup guidelines:

---

---

---

---

---

---

---

---

---

---

Don't know some of this information? Use friends, Google or the phone book to help you find out. Make sure you take action to get the information you need.

## Chapter Ten

### *Important SpaceScaping® Concepts*

It's time to get serious about your Motivation Partner. If you don't have one, why not? If you have not asked someone to be your partner, do that now. This person could be also interested in getting organized, but he or she does not have to be on the same path as you. Maybe your potential partner has a different kind of goal to achieve, like writing a thesis. All that matters is that you hold each other accountable for your own specific goals.

If you already have a Motivation Partner, TERRIFIC! The next step is to finalize with your partner a regular time to check in with each other each week, or if you prefer, each day. How will you check in?

Phone    E-mail    Other \_\_\_\_\_

How often will you check in? \_\_\_\_\_

Do you have a specific day and time set? \_\_\_\_\_

The SpaceScaping® Project Worksheet is found on the next page of this workbook. If you've already decided what organizing project you'd like to do first, write down what you think the "diagnosis" is for this space.

Create a SpaceScaping® Project Worksheet for your top priority project. (See next page)

## Chapter Eleven

### *How to Approach Your Projects*

Commit to a time with your Motivation Partner when you will have started the project, with a landmark of where you'd like to be next time you talk.

When will you next talk? \_\_\_\_\_

Get your Organizing Toolkit put together. If you don't have all of the supplies, it's okay. At least have some good trash bags, a measuring tape, the paper bags, and a pen and paper. That will get you started.

## Chapter Twelve

### *How to Get Organized to Do Organizing*

Check the Room by Room Recipes section and read up on the project you'd like to do first.

Take some "before" photos. Don't forget! Having these photos is extremely motivating later when you see how far you've come. You can also submit your photos for our program's Success Stories contest and win!

Get started on your project and let your Motivation Partner know how it's going. If you're a paid member of our program, tell us about what you're doing on the message boards. We'd love to see your photos and help you personally!



*SpaceScaping® Project Worksheet*

Area/Room/Space:

Date Started:

Date Completed:

*Print one of these worksheets for each area you'd like to organize.*

<b>O</b> utline Your Plan	Is there a clear “diagnosis” for the space, or a combination of them?	
	Who is using the space?	
	Observations on Features, Flow, Function, & Frequency: <i>(especially note Functions and make sure they each have a dedicated space if needed)</i>	
Are there any obvious supplies needed?		
<b>R</b> eview Your Items	Choose a starting strategy • Sort items into groups • Create “Elsewhere” groups	
	Note any action items on the reverse side of this page	
<b>D</b> ecide Where Things Belong	Use A-B-C-D prioritizing method to make decisions Groups for Keep • Elsewhere • Trash • Donations • Sell	
	Count your boxes/bags of donations:	Count your bags of trash:
<b>E</b> stablish Homes & Routines	<ul style="list-style-type: none"> <li>Make supplies shopping list on reverse side of this page</li> <li>Use A-B-C-D method and others to establish homes</li> <li>Choose containers and label</li> </ul>	
	What tasks and routines are required to maintain your work?	Who will have ownership of these tasks?
<b>R</b> evisit Your System	Remember to reward yourself for your hard work! Evaluate your system and make adjustments—notes here:	

## Section Four



## Chapter Thirteen

*The Foundation of Home Organization: Systems & Routines*

Raise your right hand up high. Bend your elbow so your right hand touches your left shoulder. Now, pat yourself on the back, because you are in Planning mode! Just going through this workbook and doing your Clutter Fitness Exercises means you are halfway there!

Note your personal morning and evening routine checklists here, customizing them for your family's needs from the suggested lists. Post your routine summaries where you'll see them and be able to follow them daily.

## Chapter Fourteen

*Creating Your Morning and Evening Routines*

Morning Routine	Evening Routine

Add these habits into your day in a realistic and comfortable way that works for you, whether with a “Four Day Win” approach or a “Habit Hook.” If you are doing a “Four Day Win” approach, write your plan here:

Pick a daily goal: \_\_\_\_\_

Now cut that goal in half until it is ridiculously easy to do. Each day you will:

---

---

Your mini-reward for each day will be:

Day 1: \_\_\_\_\_

Day 2: \_\_\_\_\_

Day 3: \_\_\_\_\_

Day 4: \_\_\_\_\_

Your bigger reward for the successful end of the four days will be:

---

---

Tell your Motivation Partner your plan to add new habits to your routine, and check in with him or her as you implement this plan.

**Family and Personal Activities:**

## Chapter Fifteen

### *Creating Your Administration System*

Outline a Weekly Overview Chart for your family's activities. (Last page of this workbook)

What changes will you make in your family for planning, scheduling, and communicating?

---

---

**Event Planning:**

Use the planning tool here to decide when you need to plan for these celebrations. For each occasion, write down the date it occurs and the date you need to start planning for it, along with whom you can ask for help. When you're finished, put the advance planning date on your calendar, or Clutter Diet members can use our e-mail reminder system to prompt you when it's time.

Date	Occasion/Event Name	Start Planning On	Get Help From





Are there errands you have been neglecting, like car washing and maintenance, that need to be scheduled and done? Schedule a time to do them or delegate them.

---



---

What changes will you make to get errands down to a minimum of time and expense?

---



---

**Financial and Other Administrative Tasks:**

- Complete the planning tool here, assigning ownership and frequency to these tasks.
- Add relevant scheduling to your calendar or your Clutter Diet e-mail reminders.
- Discuss the ownership of these tasks and gain commitment with anyone to whom you have delegated.
- If possible, incorporate some of the processes into your Weekly Overview Chart (last page of the workbook).

Task	Owner of the Task	Frequency/When Done
Checking mail	Mom (example)	Daily (example)
Sorting and distributing mail		
Maintaining the filing system		
Paying bills		
Reconciling statements		
Preparing tax returns		
Managing vendors and services		
Cleaning off bulletin board and/or children's artwork		
Maintaining address book/contacts		
Managing photos and memorabilia		
Making calls and completing forms		
Running computer backups and other IT maintenance		
Filing insurance claims		

<b>Other Notes:</b>		

Complete the planning tools for laundry and other cleaning tasks here, assigning ownership and frequency to the steps and tasks.

## Chapter Sixteen

### *Creating Your Cleaning System*

- Add relevant scheduling to your calendar or your Clutter Diet e-mail reminders.
- Discuss the ownership of these tasks and gain commitment with anyone to whom you have delegated. If possible, incorporate some of the process into your Weekly Overview Chart (last page of the workbook).

Laundry Tasks		
Task	Owner of the Task	Frequency/When Done
Gather dirty clothing	Mom (example)	Daily (example)
Sort dirty clothing		
Pre-treat stains		
Wash clothes		
Hang up items for drip-dry		
Dry clothes in dryer		
Hang clothes from dryer		
Fold clothes		
Iron clothes		
Put away clothes in bedrooms		
Repair clothing		
<b>Other Laundry Notes:</b>		

Cleaning Tasks		
Task	Owner of the Task	Frequency/When Done
<b>Bathrooms</b>		
Change hand towels, check toilet paper and tissue, clean “the seat”	Mom (example)	Daily (example)
Clean toilet, tub, shower, sinks, mirror and counters		
Clean floors		
Wash the bath mats		
Clean light fixtures		
Wash windows and windowsills		
Clean the bathroom scale and trash cans		
Clean and polish cabinets and tiles		
Tackle the heavy cleaning: grout, baseboards, corners, switch plates		
<b>Bedrooms</b>		
Change sheets		
Dust and vacuum		
Clean under bed		
Wash mattress protectors		
Straighten closets and drawers		
Clean light fixtures and/or lamps		
Wash windows and windowsills		
Turn mattresses		
Clean window treatments/blinds		
Check for cobwebs and dust picture frames		
Tackle heavy cleaning: shelves, baseboards, switch plates, doorknobs		
Take comforters to dry cleaner		
<b>Entryway and Formal Living and Dining Areas, if applicable</b>		
Dust and vacuum		
Check for cobwebs and dust picture frames		
Dusting detail: inside china cabinets or other special areas		
Vacuum furniture		

Task	Owner of the Task	Frequency/When Done
Tackle heavy cleaning: baseboards, corners, switch plates, doorknobs		
Clean light fixtures and/or lamps		
Polish silver if applicable		
Wash windows and windowsills		
Clean fireplaces and vents		
Clean window treatments/blinds		
<b>Exterior</b>		
Sweep porches and sidewalks		
Sweep garage		
Shovel snow if applicable		
Clean patio furniture		
Clean porches with water hose		
Clean grill or outdoor eating area		
Clean windows		
Clean exterior light fixtures		
<b>Family Room/Other Living Areas</b>		
Straighten up toys/video games		
Dust and vacuum		
Check for cobwebs and dust picture frames		
Dusting detail: shelving and entertainment center areas		
Vacuum furniture		
Tackle heavy cleaning: baseboards, corners, switch plates, doorknobs		
Clean light fixtures and/or lamps		
Straighten up bookshelves/ media/music collections		
Wash windows and windowsills		
Clean fireplaces and vents		
Clean window treatments/blinds		

<b>Kitchens</b>		
<b>Task</b>	<b>Owner of the Task</b>	<b>Frequency/When Done</b>
Change dishtowels and washcloths and/or sanitize sponges		
Wipe down table and all countertops; clean kitchen sink		
Take out trash		
Clean floors		
Clean highchairs or other baby-related gear		
Clean out refrigerator of spoiled food and wipe down shelves		
Clean microwave		
Deep clean the refrigerator		
Clean oven and stovetop		
Clean throw rugs		
Clean toaster/coffee machine/other small appliances		
Defrost freezer and clean drip pans and coils underneath refrigerator		
Clean/polish cabinet fronts		
Wash trash can		
Tackle heavy cleaning: baseboards, corners, switch plates, doorknobs		
Clean stove exhaust fan		
Clean ice maker		
Wash canisters and knick-knacks		
Clean light fixtures		
Wash windows and windowsills		
Clean window treatments/blinds		
<b>Overall and Miscellaneous</b>		
Take trash bin to curb and return bins after pickup		
“Ladder Day”—cleaning everything up high (shelves, fans, etc.)		
Pet cleanup (bird cages, fish tanks)		
Move furniture when vacuuming		

**Other Cleaning Notes:**

--

## Chapter Seventeen

### *Creating Your Maintenance System*

- Complete the planning tools for organizing projects, indoor and outdoor maintenance, and landscaping tasks here, assigning ownership and frequency to the steps and tasks.
- Add relevant scheduling to your calendar or your Clutter Diet e-mail reminders.
- Discuss the ownership of these tasks and gain commitment with anyone to whom you have delegated.
- If possible, incorporate some of the process into your Weekly Overview Chart (last page of the workbook).

**Organizing Projects**

Task	Owner of the Task	Frequency/When Done
Administration Station (Home Office)	Mom (example)	Daily (example)
Bathrooms		
Bedrooms		
Closets		
Communication Station		
Creation Station (Arts and Crafts Supplies)		
Destination Station (Entry and Exit Area)		
Donation Station		
Education Station		
Family Rooms/Playrooms		
Garages/Attics/Basements		
Gift and Shipping Station		
Kitchens		
Linen Closets		
Utility Rooms		

## Landscaping and Lawn Care Tasks

Task	Owner of the Task	Frequency/When Done
Watering plants and lawn	Mom (example)	Daily (example)
Mowing and edging and weed-trimming		
Mulching and weeding the flowerbeds		
Fertilizing the lawn and the flowerbeds		
Trimming the shrubs		
Spreading bait—"Fire Ant Patrol"		
Potting plants and annual florals		
Trimming trees, checking for wayward branches		

## Indoor Maintenance Tasks

Task	Owner of the Task	Frequency/When Done
Water indoor plants	Mom (example)	Daily (example)
Change air filters		
Change water filters or softener unit refills		
Check sump pump in basement to verify that it's working		
Lubricate all door hinges and garage door		
Re-caulk all bathrooms		
Seal grout, marble, brick floors, or tile floors		
Clean dryer exhaust vent		
Change code on garage keypad for security purposes periodically		
Test the carbon monoxide detectors		
Inspect and restock first aid kits		
Change batteries on smoke detectors		
Check fire extinguishers		
Do touch-ups on furniture and cover scratches		
Touch-up interior paint		
Change light bulbs		
Check the house for water leaks		
Inspect the water heaters		

Have chimney swept		

Outdoor Maintenance Tasks		
Task	Owner of the Task	Frequency/When Done
Salt porches, steps, and sidewalks for ice	Mom (example)	Daily (example)
Check for bees' nests, exterminate, knock down—"Wasp Nest Patrol"		
Touch-up exterior paint		
Power wash driveways and porches		
Clean gutters		
Inspect weather-stripping around doors, replace if needed		
Have roof inspected		
Put freezing protection on outdoor water spigots		
Change bulbs in exterior lighting fixtures		
Install holiday lighting		
Inspect fencing, do repairs and touch-up		
Take vehicles to shop for repairs, inspections and maintenance		
<b>Other Maintenance Notes:</b>		

## Chapter Eighteen

### *Creating Your Meals System*

How will your family improve on cooking and dishes?

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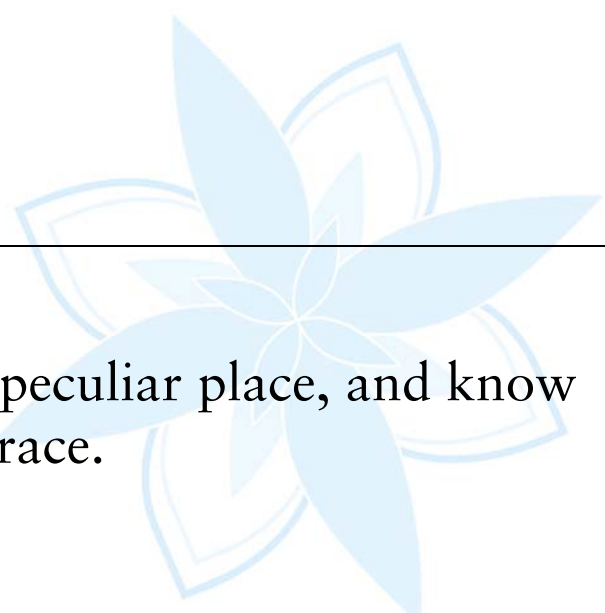


- Complete the planning tools here, assigning ownership and frequency to the tasks.
- Add relevant scheduling to your calendar or your Clutter Diet e-mail reminders.
- Discuss the ownership of these tasks and gain commitment with anyone to whom you have delegated.
- If possible, incorporate some of the process into your Weekly Overview Chart (last page of the workbook).

Cooking & Dishes Tasks		
Task	Owner of the Task	Frequency/When Done
Cooking	Mom (example)	Daily (example)
Clearing the table		
Putting away leftover food		
Loading the dishwasher		
Hand-washing		
Drying dishes		
Wiping stove, counters and tables		
Cleaning the sink		
Emptying the dishwasher		
Putting away all clean dishes		
<b>Other Meals Notes:</b>		

Set all things in their own peculiar place, and know that order is the greatest grace.

– John Dryden



What is your definition of success? Paint the picture of “HOME-eostasis” for your own house, using the form below.

## Chapter Nineteen

*Balancing It All*

<b>Outside:</b>
<input type="checkbox"/> The house looks maintained from the street, with the shrubs trimmed, weeds pulled, and the lawn mowed as needed.
<input type="checkbox"/> Front porch, sidewalks and driveway are swept as needed.
<b>Overall:</b>
<input type="checkbox"/> All floors are clean enough and are clear of clutter..
<input type="checkbox"/> Cobwebs are kept at bay, and insects are controlled.
<input type="checkbox"/> Things look and feel clean, with forgiveness for reasonable amounts of dust since the last cleaning.
<b>Entry:</b>
<b>Garage/Back Entrance:</b>
<b>Kitchen:</b>
<input type="checkbox"/> The kitchen has an empty sink, washed countertops, and an absence of unattended food and dishes. (Okay, maybe a few mugs and glasses are out.)
<input type="checkbox"/> Clean dishes are put away.

Trash cans have been emptied.

Appliances are clean and ready to use.

**Bathrooms:**

The bathrooms are clean enough to not be embarrassing if a guest were to use them.

Each bathroom has a decent hand towel, soap, and plenty of toilet paper.

**Home Office:**

**Dining Room:**

The dining table is clear of everything except its decorative elements.

**Living Room:**

The coffee table holds only recent reading material and is clear of other clutter.



# Where Do You Go From Here?

## Next steps:

1. Get a Motivation Partner today if you haven't already.
2. Finish doing the exercises in each chapter, utilizing the support and accountability of your Motivation Partner if you are having trouble finishing them.
3. Systems and routines are the foundation of home organization, so they are the highest priority. At the very least, begin with a morning and evening routine and crucial household systems like paying bills. Start small and reward yourself for each improvement.
4. Start tackling your top projects using our *Room by Room Recipes* in the final section of this book.
5. If you wish, join our program online to get personal help and advice and our weekly plan of projects. Our supportive, encouraging member community makes everyone feel welcomed and motivated! And where else can you get direct access to the author of a book you just read, along with a team of other experts, to answer your personal questions for about the price of a pizza? We'd love to see you there.

Recall the things that have held you back. And imagine how you now can get beyond them.

Think of the problems that have frustrated you so. And imagine how you can now rise above them.

Look at how far you've come. And imagine how far you can now go.

Think of all that you've learned. And imagine what you can now do with that knowledge.

Consider all you've done in the past year. And imagine what you'll now be able to do.

You're now in a better position than ever to imagine the very best. And what you can imagine will lead to what you can be.

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# Section Five



Use the final section of the book for recommendations for specific areas of the house. Here are the areas covered:

- Administration Station (Home Office)
- Bathrooms
- Bedrooms
- Closets
- Communication Station
- Creation Station (Arts and Crafts Supplies)
- Destination Station (Entry and Exit Area)
- Donation Station
- Education Station
- Family Rooms/Playrooms
- Garages/Attics/Basements
- Gift and Shipping Station
- Kitchens
- Linen Closets
- Utility Rooms

Example of Weekly Overview Chart on following page:

**Weekly Overview Chart for**                     Myself                     (dates or person's name)

Daily Theme:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00am	Volunteer Day						Errand Day
7:30							
8:00		↑	↑	↑	↑	↑	
8:30							
9:00							
9:30	↑ Church Service						
10:00							
10:30	↓						↑ Cleaning & Laundry
11:00							
11:30							↓
12:00		Work	Work	Work	Work	Work	
12:30pm							
1:00							
1:30	↑ Volunteering						
2:00							↑ Errands
2:30	↓						
3:00							
3:30							↓
4:00		↓	↓	↓	↓	↓	
4:30							
5:00		↑ Pick up kids	↑ Pick up kids	↑ Pick up kids	↑ Pick up kids	↑ Pick up kids	
5:30							
6:00		↓					
6:30	Dinner	Soccer Practice	Dinner	Dinner	Dinner	Dinner	Dinner
7:00		Dinner					
7:30							
8:00pm							

Block out your week with your regularly scheduled activities, so that you can clearly see when your free time occurs. "Daily Theme" can be filled in if you have certain days that are significant, such as "Errand Day," "Volunteer Day," or other routines.

## Weekly Overview Chart for \_\_\_\_\_ (dates or person's name)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Daily Theme:</b>							
7:00am							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30pm							
1:00							
1:30							
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Block out your week with your regularly scheduled activities, so that you can clearly see when your free time occurs. "Daily Theme" can be filled in if you have certain days that are significant, such as "Errand Day," "Volunteer Day," or other routines.