

MORNING ROUTINE (EASY)

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>7:20</u>	<u>AM</u>					
Ends at:	<u>8:00</u>	<u>AM</u>					
Scheduled days:	S	<u>M</u>	T	<u>W</u>	T	<u>F</u>	S

Get dressed	☆ 1	⌘ 0:08
Eat breakfast	☆ 1	⌘ 0:15
Brush teeth	☆ 1	⌘ 0:10
Comb hair	☆ 1	⌘ 0:05
Put lunch in backpack	☆ 1	⌘ 0:02
Play time	Earned Free Time	
Leave for school	Routine End Point	

MORNING ROUTINE (ADVANCED)

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>7:20</u>	<u>AM</u>					
Ends at:	<u>8:00</u>	<u>AM</u>					
Scheduled days:	S	<u>M</u>	T	<u>W</u>	T	<u>F</u>	S

Get dressed	☆ 1	⌘ 0:05
Put away pajamas	☆ 1	⌘ 0:02
Make bed	☆ 3	⌘ 0:05
Eat breakfast	☆ 1	⌘ 0:10
Rinse dishes	☆ 1	⌘ 0:02
Tidy table	☆ 2	⌘ 0:02
Brush teeth	☆ 1	⌘ 0:06
Comb hair	☆ 1	⌘ 0:02
Pack lunch	☆ 1	⌘ 0:05
Put lunch in backpack	☆ 1	⌘ 0:01
Play video game	Earned Free Time	
Leave for school	Routine End Point	

HOMESCHOOL MORNING

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>8:00</u>	<u>AM</u>					
Ends at:	<u>12:00</u>	<u>PM</u>					
Scheduled days:	S	<u>M</u>	T	<u>W</u>	T	<u>F</u>	S

Get school materials and water	☆ 1	⌘ 0:05
Check assignments & plan your day	☆ 2	⌘ 0:15
Math assignments and review	☆ 5	⌘ 0:45
Time to move	☆ 2	⌘ 0:15
Eat a healthy snack	☆ 1	⌘ 0:10
Language assignments and review	☆ 5	⌘ 0:30
Arts & music	☆ 5	⌘ 0:30
Time to relax	☆ 1	⌘ 0:15
Eat a healthy snack	☆ 1	⌘ 0:10
Science assignments and review	☆ 5	⌘ 0:30
Reading	☆ 5	⌘ 0:30
Tidy your desk	☆ 2	⌘ 0:05
Finish	Routine End Point	

HOMESCHOOL AFTERNOON

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>2:00</u>	<u>PM</u>					
Ends at:	<u>4:25</u>	<u>PM</u>					
Scheduled days:	S	<u>M</u>	T	<u>W</u>	T	<u>F</u>	S

Math assignments and review	☆ 5	⌘ 0:30
Language assignments and review	☆ 5	⌘ 0:30
Time to relax	☆ 1	⌘ 0:10
Eat a healthy snack	☆ 1	⌘ 0:10
Science assignments and review	☆ 5	⌘ 0:30
Arts & music	☆ 5	⌘ 0:30
Tidy your desk	☆ 2	⌘ 0:05
Finish	Routine End Point	

AFTER SCHOOL (EASY)

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>3:30</u>	<u>PM</u>					
Ends at:	<u>4:42</u>	<u>PM</u>					
Scheduled days:	S	<u>M</u>	T	<u>W</u>	T	<u>F</u>	S

Hang up coat	☆ 1	⌘ 0:02
Eat snack	☆ 1	⌘ 0:10
Homework	☆ 1	⌘ 0:30
TV		⌘ 0:30
Finish	Routine End Point	

AFTER SCHOOL (ADVANCED)

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>3:30</u>	<u>PM</u>					
Ends at:	<u>4:46</u>	<u>PM</u>					
Scheduled days:	S	<u>M</u>	T	<u>W</u>	T	<u>F</u>	S

Hang up coat	☆ 1	⌘ 0:02
Empty backpack	☆ 1	⌘ 0:02
Eat snack	☆ 1	⌘ 0:10
Get agenda	☆ 1	⌘ 0:02
Homework	☆ 1	⌘ 0:30
TV	 1	⌘ 0:30
Finish	Routine End Point	

BEDTIME ROUTINE (EASY)

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>7:15</u>	<u>PM</u>					
Ends at:	<u>8:00</u>	<u>PM</u>					
Scheduled days:	<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	F	S

Take bath	☆ 1	⌘ 0:30
Brush teeth	☆ 1	⌘ 0:10
Put on pajamas	☆ 1	⌘ 0:05
Reading	Earned Free Time	
Finish	Routine End Point	

BEDTIME ROUTINE (ADVANCED)

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>7:19</u>	<u>PM</u>					
Ends at:	<u>8:00</u>	<u>PM</u>					
Scheduled days:	<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	F	S

Tidy bedroom	☆ 1	⌘ 0:02
Take bath	☆ 1	⌘ 0:30
Brush teeth	☆ 1	⌘ 0:05
Put clothes in laundry	☆ 1	⌘ 0:02
Put on pajamas	☆ 1	⌘ 0:02
Reading	Earned Free Time	
Finish	Routine End Point	

ACTIVE MORNING

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>7:00</u>	<u>AM</u>					
Ends at:	<u>7:50</u>	<u>AM</u>					
Scheduled days:	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	S	S

Let some fresh air in	☆ 1	⌘ 0:02
Stretch your body, whatever makes you feel good	☆ 5	⌘ 0:05
Drink some water	☆ 3	⌘ 0:02
Start music or guided workout	☆ 2	⌘ 0:02
Time to move!	☆ 5	⌘ 0:15
Shower	☆ 1	⌘ 0:08
Get dressed	☆ 3	⌘ 0:05
Eat a healthy breakfast	☆ 5	⌘ 0:10
Take the positive energy into the rest of your day	☆ 3	⌘ 0:01

ACTIVE POMODORO WORK SET

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>11:00</u>	<u>AM</u>					
Ends at:	<u>12:15</u>	<u>PM</u>					
Scheduled days:	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	S	S

Get water	☆ 1	⌘ 0:02
Set a goal and plan your tasks	☆ 5	⌘ 0:08
Choose your exercise of the day	☆ 1	⌘ 0:02
Complete Pomodoro Task 1	☆ 5	⌘ 0:25
Enjoy a short break	☆ 1	⌘ 0:05
Complete Pomodoro Task 2	☆ 5	⌘ 0:25
Stand up and move!	☆ 5	⌘ 0:02
Coffee break	☆ 1	⌘ 0:05
Complete Pomodoro Task 3	☆ 5	⌘ 0:25
Enjoy a short break	☆ 1	⌘ 0:05
Complete Pomodoro Task 4	☆ 5	⌘ 0:25
Stand up and move!	☆ 5	⌘ 0:02
Congratulations to taking care of yourself while getting things done!	☆ 1	⌘ 0:01

AFTER DINNER CLEAN UP

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>9:00</u>	<u>PM</u>					
Ends at:	<u>9:25</u>	<u>PM</u>					
Scheduled days:	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>	<u>S</u>

Load and start dishwasher	☆ 5	⊗ 0:05
Clean kitchen table	☆ 2	⊗ 0:02
Tidy kitchen	☆ 5	⊗ 0:05
Sweep floor	☆ 3	⊗ 0:03
Plan tomorrow's dinner	☆ 3	⊗ 0:05
Write shopping list	☆ 3	⊗ 0:03
Set breakfast table	☆ 2	⊗ 0:02

BEFORE GOING SHOPPING

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>6:00</u>	<u>PM</u>					
Ends at:	<u>6:28</u>	<u>PM</u>					
Scheduled days:	M	T	W	T	F	S	S

Planning well now means less stress later!	☆ 1	⊗ 0:01
Create a meal plan for the week. Little is better than nothing	☆ 5	⊗ 0:07
Add recipe ingredients to shopping list	☆ 5	⊗ 0:10
Add items to household and personal hygiene list	☆ 3	⊗ 0:03
Pack shopping list	☆ 3	⊗ 0:01
Pack shopping bags and zero waste containers	☆ 3	⊗ 0:01
Pack recycling items	☆ 3	⊗ 0:01
Pack keys, money, credit cards, loyalty cards	☆ 5	⊗ 0:02
Think of which shops you need to go to	☆ 1	⊗ 0:01
Ready to go shopping!	☆ 1	⊗ 0:01

BRILI PAPERWORK METHOD

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>5:00</u>	<u>PM</u>					
Ends at:	<u>6:45</u>	<u>PM</u>					
Scheduled days:	M	T	W	T	<u>F</u>	S	S

1 Place: Make sure to collect all papers in 1 place	☆ 5	⊗ 0:10
1 Day: Get ready to tackle all paperwork today	☆ 1	⊗ 0:01
1 Handling: Take care of every item only once. Let's go!	☆ 1	⊗ 0:01
Make appointments and save dates with info in your calendar	☆ 5	⊗ 0:15
Answer letters or contact people if required	☆ 5	⊗ 0:15
Break down bigger tasks and schedule their todo's	☆ 5	⊗ 0:15
Pay all bills	☆ 5	⊗ 0:15
File important documents into their folders	☆ 5	⊗ 0:15
Save interesting info to keep as notes or email on your computer	☆ 5	⊗ 0:15
Throw all papers that you have handled	☆ 5	⊗ 0:02
Done for the week!	☆ 1	⊗ 0:01

CALMING THE STORM

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>9:00</u>	<u>PM</u>					
Ends at:	<u>9:25</u>	<u>PM</u>					
Scheduled days:	M	T	W	T	<u>F</u>	S	S

It's alright to feel that way. It will pass	☆ 5	⊗ 0:01
Drink some water	☆ 1	⊗ 0:02
Lower the lights or close the curtains	☆ 1	⊗ 0:01
Sit down and cover with a blanket	☆ 1	⊗ 0:01
Plant your feet on the floor, connect to the ground	☆ 3	⊗ 0:01
Shoulders back, open your chest	☆ 3	⊗ 0:01
Take deep and slow breaths. You can do this!	☆ 5	⊗ 0:05
Look around and arrive in the here and now	☆ 3	⊗ 0:02
What sounds do you hear around you?	☆ 3	⊗ 0:01
Feel your body. Move your fingers, shoulders, feet	☆ 3	⊗ 0:01
Get up and start some relaxing music	☆ 1	⊗ 0:02
Now concentrate on something else like drawing or tidying	☆ 3	⊗ 0:05
Keep breathing	☆ 5	⊗ 0:01
Well done! Remember to be kind to yourself	☆ 3	⊗ 0:01

CLEAN CLOTHES IN MY WARDROBE

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>10:00</u>	<u>AM</u>					
Ends at:	<u>11:50</u>	<u>AM</u>					
Scheduled days:	M	T	W	T	F	S	<u>S</u>

Collect all laundry from the house	☆ 3	⊗ 0:05
Sort into baskets for white, dark, colored, special laundry	☆ 3	⊗ 0:02
Start a machine with fullest or most needed laundry	☆ 5	⊗ 0:05
Iron or fold washed items from previous laundry	☆ 5	⊗ 0:45
Switch laundry to dryer or hang them to dry	☆ 3	⊗ 0:20
Put dry clothes into baskets for folding or ironing	☆ 1	⊗ 0:02
Fold laundry and sort per person	☆ 5	⊗ 0:20
Put away folded items	☆ 3	⊗ 0:10
Hurray, done for the day!	☆ 1	⊗ 0:01

CLEAN THE BATHROOM

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>11:00</u>	<u>AM</u>					
Ends at:	<u>11:35</u>	<u>AM</u>					
Scheduled days:	M	T	W	T	F	<u>S</u>	S

Put towels & mats into wash	☆ 1	⊗ 0:02
Tidy bathroom	☆ 5	⊗ 0:07
Clean toilet	☆ 3	⊗ 0:03
Clean shower	☆ 5	⊗ 0:05
Clean bathroom sink	☆ 3	⊗ 0:02
Clean mirror	☆ 1	⊗ 0:02
Empty and wipe down bin	☆ 3	⊗ 0:02
Put out fresh towels & bin	☆ 1	⊗ 0:02
Refill soap, tissues & toilet paper	☆ 1	⊗ 0:03
Vacuum floor	☆ 5	⊗ 0:05
Mop floor	☆ 1	⊗ 0:02

CLEAN THE KITCHEN

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>12:00</u>	<u>PM</u>					
Ends at:	<u>12:45</u>	<u>PM</u>					
Scheduled days:	M	T	W	T	F	<u>S</u>	S

Put towels into wash	☆ 1	⌘ 0:02
Tidy kitchen	☆ 5	⌘ 0:05
Wipe down work tops	☆ 3	⌘ 0:03
Wipe down cupboard & drawer fronts	☆ 5	⌘ 0:05
Clean hob and oven	☆ 5	⌘ 0:05
Clean small kitchen appliances	☆ 2	⌘ 0:06
Clean kitchen tables and chairs	☆ 5	⌘ 0:05
Clean kitchen sink	☆ 3	⌘ 0:03
Empty and wipe down bin	☆ 3	⌘ 0:02
Put out fresh towels	☆ 1	⌘ 0:02
Vacuum floor	☆ 5	⌘ 0:05
Mop floor	☆ 1	⌘ 0:02

GOOD MORNING

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>7:00</u>	<u>AM</u>					
Ends at:	<u>8:00</u>	<u>AM</u>					
Scheduled days:	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	S	S

Shower	☆ 1	⊗ 0:10
Get dressed	☆ 5	⊗ 0:10
Brush hair	☆ 3	⊗ 0:02
Put away pajamas	☆ 2	⊗ 0:02
Open windows	☆ 5	⊗ 0:02
Eat breakfast	☆ 1	⊗ 0:10
Tidy table	☆ 3	⊗ 0:02
Close windows	☆ 5	⊗ 0:02
Brush teeth	☆ 3	⊗ 0:03
Make bed	☆ 3	⊗ 0:05
Pack bag	☆ 3	⊗ 0:07
Put on shoes and jacket	☆ 3	⊗ 0:05

GOOD NIGHT

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>10:00</u>	<u>PM</u>					
Ends at:	<u>11:00</u>	<u>PM</u>					
Scheduled days:	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>	<u>S</u>

Check tomorrow's calendar	☆ 1	⌘ 0:02
Write to do list	☆ 3	⌘ 0:05
Pack tomorrow's bag	☆ 3	⌘ 0:05
Set alarm	☆ 1	⌘ 0:01
Tidy bedroom	☆ 5	⌘ 0:05
Lay out tomorrow's clothes	☆ 3	⌘ 0:03
Tidy away today's clothes	☆ 1	⌘ 0:01
Shower	☆ 3	⌘ 0:10
Brush teeth	☆ 3	⌘ 0:03
Skin care	☆ 2	⌘ 0:03
Put on pyjama	☆ 1	⌘ 0:01
Drink water	☆ 2	⌘ 0:02
Write journal	☆ 2	⌘ 0:03
Read	☆ 5	⌘ 0:15
Switch off light	☆ 3	⌘ 0:01

ME TIME RITUAL

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>6:30</u>	<u>AM</u>					
Ends at:	<u>6:57</u>	<u>AM</u>					
Scheduled days:	M	T	W	T	F	S	S

Congrats to taking care of your body and mind today!	☆ 3	⊗ 0:01
Light a candle. It's your time as long as you keep it burning	☆ 3	⊗ 0:01
Drink some water and make yourself comfortable	☆ 1	⊗ 0:02
What are you grateful for today?	☆ 5	⊗ 0:03
Choose and repeat an affirmation. Try: I focus on the positive	☆ 5	⊗ 0:02
Stretch your arms, leg and back. Smile :-)	☆ 2	⊗ 0:02
Time to read or craft, for music or exercise - whatever you enjoy	☆ 5	⊗ 0:15
Now take this good feeling into the rest of your day	☆ 3	⊗ 0:01

OFF TO THE GYM

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>6:00</u>	<u>PM</u>					
Ends at:	<u>6:15</u>	<u>PM</u>					
Scheduled days:	M	<u>T</u>	W	T	<u>F</u>	S	S

Pack sports clothes	☆ 3	⊗ 0:02
Pack sports equipment	☆ 3	⊗ 0:02
Pack clean towels, soap, shampoo	☆ 1	⊗ 0:02
Pack water bottle and snack	☆ 1	⊗ 0:02
Pack keys, ticket, membership card	☆ 5	⊗ 0:03
Put on shoes and jacket	☆ 3	⊗ 0:03
Off to the gym	☆ 5	⊗ 0:01

OFFICE MORNING

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>9:00</u>	<u>AM</u>					
Ends at:	<u>10:55</u>	<u>AM</u>					
Scheduled days:	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	S	S

Get water	☆ 1	⌘ 0:02
Plan the day	☆ 5	⌘ 0:10
Check emails	☆ 3	⌘ 0:15
Tackle urgent tasks	☆ 5	⌘ 0:40
Coffee break	☆ 1	⌘ 0:08
Tackle important tasks	☆ 5	⌘ 0:40

PHYSIOTHERAPY

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>7:00</u>	<u>AM</u>					
Ends at:	<u>7:20</u>	<u>AM</u>					
Scheduled days:	<u>M</u>	T	<u>W</u>	T	<u>F</u>	S	S

Prepare yoga mat or other equipment	☆ 2	⌘ 0:01
Exercise 1	☆ 5	⌘ 0:05
Take a break and relax	☆ 1	⌘ 0:02
Exercise 2	☆ 5	⌘ 0:05
Take a break and relax	☆ 1	⌘ 0:02
Exercise 3	☆ 5	⌘ 0:05
Hydrate to feel great	☆ 3	⌘ 0:01
Tidy away equipment	☆ 3	⌘ 0:01

POMODORO WORK SET

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>11:00</u>	<u>AM</u>					
Ends at:	<u>1:05</u>	<u>PM</u>					
Scheduled days:	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	S	S

Get water	☆ 1	⌘ 0:02
Plan your tasks	☆ 5	⌘ 0:08
Pomodoro Task 1	☆ 5	⌘ 0:25
Short break	☆ 1	⌘ 0:05
Pomodoro Task 2	☆ 5	⌘ 0:25
Coffee break	☆ 1	⌘ 0:05
Pomodoro Task 3	☆ 5	⌘ 0:25
Short break	☆ 1	⌘ 0:05
Pomodoro Task 4	☆ 5	⌘ 0:25

PREP FOR DOCTOR'S APPOINTMENT

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>5:00</u>	<u>PM</u>					
Ends at:	<u>5:45</u>	<u>PM</u>					
Scheduled days:	M	T	W	T	F	S	S

Double check appointment day and time	☆ 2	⊗ 0:02
Add travel time to calendar	☆ 5	⊗ 0:02
Confirm that health insurance covers the visit	☆ 1	⊗ 0:05
Prepare insurance card and ID	☆ 5	⊗ 0:02
Ask a family member to join - in case you'd like some support	☆ 1	⊗ 0:05
Write down current symptoms	☆ 5	⊗ 0:05
Write down all your questions	☆ 3	⊗ 0:05
Compile background information - e.g. previous medical tests and results	☆ 3	⊗ 0:05
Make a list of past and current doctors - those relevant to the current issue	☆ 3	⊗ 0:05
Make a list of current medication - prescribed and over-the-counter drugs - name, dosage, frequency	☆ 3	⊗ 0:05
Prepare notebook or device to take notes	☆ 3	⊗ 0:01
Bring a calendar - to schedule follow-up appointments	☆ 3	⊗ 0:01

PREPARE FOR A MEETING

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>3:00</u>	<u>PM</u>					
Ends at:	<u>3:15</u>	<u>PM</u>					
Scheduled days:	M	T	W	T	F	S	S

Use the bathroom	☆ 1	⌘ 0:02
Check on hair, teeth, deodorant, make up	☆ 1	⌘ 0:02
Grab some water	☆ 3	⌘ 0:01
Prepare for meeting topics	☆ 5	⌘ 0:08
Grab laptop, notebook, pen, phone, keys	☆ 3	⌘ 0:01
Leave for meeting or start video call	☆ 3	⌘ 0:01

STUDY FOR AN EXAM

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>4:00</u>	<u>PM</u>					
Ends at:	<u>5:50</u>	<u>PM</u>					
Scheduled days:	M	T	W	T	F	S	S

Let some fresh air in	☆ 1	⌘ 0:01
Grab water to hydrate your body	☆ 3	⌘ 0:01
Settle in at desk	☆ 1	⌘ 0:01
Turn on study music or white noise	☆ 1	⌘ 0:01
Light a candle to benefit from this powerful association factor	☆ 1	⌘ 0:01
Lay out all study materials	☆ 5	⌘ 0:03
List three topics to study today	☆ 5	⌘ 0:05
Study Topic #1	☆ 5	⌘ 0:20
Break time to refill water, relax your eyes and stretch	☆ 1	⌘ 0:05
Study Topic #2	☆ 5	⌘ 0:20
Snack time to refuel	☆ 1	⌘ 0:05
Study Topic #3	☆ 5	⌘ 0:20
Break time to enjoy some fresh air	☆ 3	⌘ 0:05
You're almost there! Keep it up!	☆ 1	⌘ 0:01
Review all topics	☆ 5	⌘ 0:20
Congrats for being a study champion!	☆ 1	⌘ 0:01

TIDY THE HOUSE BY CATEGORY

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>9:00</u>	<u>PM</u>					
Ends at:	<u>9:45</u>	<u>PM</u>					
Scheduled days:	M	T	W	T	F	S	S

The first step is the hardest. Great that you took it!	☆ 1	⌘ 0:01
Decide on a category of items, e.g. magazines, jackets, cosmetics	☆ 5	⌘ 0:02
Go through your house and collect all items of that category	☆ 5	⌘ 0:10
Decide which ones to keep	☆ 5	⌘ 0:15
Pile up any of these that can go	☆ 5	⌘ 0:05
Pack everything that goes to recycling or trash	☆ 5	⌘ 0:05
Dedicate a place for the items you keep	☆ 5	⌘ 0:05
Tidy away the things you keep	☆ 5	⌘ 0:15
Doesn't it look and feel good?	☆ 1	⌘ 0:01

WEEKLY PET CARE

Type:	<u>Scheduled</u>		On-demand				
Starts at:	<u>5:00</u>		<u>PM</u>				
Ends at:	<u>5:30</u>		<u>PM</u>				
Scheduled days:	M	T	W	T	F	<u>S</u>	S

Clean cage/bed	☆ 5	⌘ 0:05
Clean bowls	☆ 2	⌘ 0:02
Change water	☆ 1	⌘ 0:01
Check pet food supply	☆ 2	⌘ 0:02
Write shopping list	☆ 3	⌘ 0:03
Bath time	☆ 5	⌘ 0:10
Brush	☆ 1	⌘ 0:02
Play time	☆ 5	⌘ 0:05

WEEKLY WORK REVIEW

Type:	<u>Scheduled</u>		On-demand				
Starts at:	<u>5:00</u>		<u>PM</u>				
Ends at:	<u>6:00</u>		<u>PM</u>				
Scheduled days:	M	T	W	T	<u>F</u>	S	S

Tidy your workspace	☆ 3	⌘ 0:05
Write down all your tasks	☆ 5	⌘ 0:05
Evaluate last week tasks and goals	☆ 5	⌘ 0:10
Adjust goals and priorities	☆ 5	⌘ 0:15
Plan the week	☆ 5	⌘ 0:15
Review your project list	☆ 5	⌘ 0:10

WORKOUT AT HOME

Type:	<u>Scheduled</u>	On-demand					
Starts at:	<u>7:00</u>	<u>PM</u>					
Ends at:	<u>8:00</u>	<u>PM</u>					
Scheduled days:	M	T	<u>W</u>	T	F	S	<u>S</u>

Put on sports clothes	☆ 3	⌘ 0:05
Prepare sports equipment	☆ 3	⌘ 0:02
Prepare towels	☆ 1	⌘ 0:02
Start music or guided workout	☆ 3	⌘ 0:02
Enjoy your exercise	☆ 5	⌘ 0:30
Cool down and drink water	☆ 3	⌘ 0:03
Tidy away sports equipment	☆ 3	⌘ 0:02
Tidy away sports clothes	☆ 3	⌘ 0:01
Shower	☆ 5	⌘ 0:10
Get dressed	☆ 3	⌘ 0:03