

168 Hours –BH & G Karen

GOALS: Find Time for Errands, Laundry, Free Time, Family Time

	MON	TUES	WED	THUR	FRI	SAT	SUN
4:00 a.m.	SLEEP						
5:00	QT=Quiet Time MR=Morning Routine						
6:00		QT	MR		Run/MR	QT	QT
7	Morning Routine					Run	
8	Laundry/ Work	2Min Pickups	Bills/ 2 Min PU	MR/ 2 Min PU	Meet	Family Brkfst	MR
9	Lndry- Dryer	Write	sick /read Simplify	Read Simplify	With	Brkfst Clean up	Church
10	Interview	Write	Write	Write	Builder	Declutter	Church
11	Phone Calls	Write	Rest Write	Write Rest	Builder	Go to lot	Church
NOON	Write/ Newsletr	Write/ Lunch	Lunch/ Rest	Write/ Lunch	Builder	Buy Plants	Church/ Lunch
1	Lunch	Lunch/ Grocery	Write	Interview	Builder	Lunch	Lunch
2	Pick up Kids (PU)	Pick up Kids	Write/ PU Kids	Pick up Son	Pick up Son	Cook w/ Daughter	Family Time
3	Teach Piano	Start Supper	Teach	Grocery/ Bank	Lunch Clean up	Cook/Org Music	Go to lot
4	Teach	Guests	Teach	Write	Write	Laundry	Grocery
5	Teach	Guests	Teach	Clean	Errands	Husband	Family
6	Supper	Guests	Email	Recital	Supper	Gifts	Laundry
7	Teach	Guests	Supper	Recital	Calls	Supper	Supper
8	Email	Guests	Supper	Cleanup	Bath	Family	Cleanup
9	Ans.Mach	Cleanup	Early	Sleep	Sleep	Sleep	Sleep
10	Read	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
11-4a.m.							

TOTALS 1) SLEEP(blue) 49 Hr 2) Chores (green) 15 Hr. 3) Meals (diagonals) 28 Hr.
 4) Activities (yellow) 9 Hr. 5) Personal (pink) 6 Hr. 6) Free Choice (white) 29,19 Hr.

***See *SIMPLIFY YOUR TIME* by Marcia Ramsland p. 110-116 to track your own time. www.OrganizingPro.com