

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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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
5:45-7:00pm							
7:00-10:00pm							