

Time Management

Structure is important in recovery. It's important to keep yourself busy while maintaining balance. One way to do that is to make a daily schedule. When there are downtimes, purposely and with intention, add an activity. This doesn't have to be something of hard work like going to the gym as you want to be sure to schedule in relaxation time.

Directions: Fill out this daily schedule. Here are things you want to include:

Work, school, etc.
Family and friends time
Meal times - 3 x per day
Fitness - 1 x per day
Relaxation time
Time for cleaning and food shopping
Other obligations such as church, homework, hobbies, classes, etc.

Make sure every box is filled out. If it is blank, add something.

Time	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun
4am								
5am								
6am								
7am								
8am								
9am								
10am								
11am								
12pm								
1pm								
2pm								
3pm								
4pm								
5pm								
6pm								
7pm								
8pm								
9pm								
10pm								
11pm								
12am								