

Getting Stated With Activity Scheduling

There is a well known saying that if one fails to plan one plans to fail. Many people who feel sad, demoralized, and confused find great benefit in planning their day. Some say that having a plan helps them feel more accomplishment in their lives as they “check off” completed tasks. Others say that having a plan helps them feel more in control of their thoughts and feelings. And some people say that by planning their day they give greater attention to the larger issues of monthly goals, yearly goals, and so on.

A great way to get started is to get some basic “where am I up now?” information. By writing down on a blank activity schedule the things that you do already you and your therapist will know more clearly what needs to be strengthened, added, or eliminated. Use schedule A for this purpose.

The second step is to compile a list of tasks that should be done during the day as well as those tasks that you want to accomplish. There is no obligation to do these tasks. But the list does generate some useful information for growth. This list can then be the basis to setting up a daily activity schedule that works for you.

Below is an example of one person’s list:

- Breakfast
- Brush teeth
- Daven
- Drink coffee
- Get dressed
- Give tzedaka
- Go home
- Go to bathroom
- Put on talis
- Put on tephillin
- Study Mishnah
- Take medications
- Wake up
- Walk to shul
- 12 minutes of prospecting phone calls
- 18 minutes of house work
- 20 minute walk
- Drive home
- Drive to work
- Go to mincha
- Lunch

Resume work
Shiur for one hour
Take evening medications
Work until lunch
Dinner
Maariv
Put children to bed for one hour
Read for 20 minutes
Read in bed
Ready for bed
Relax with children for 36 minutes
Relax with wife for a half hour
Symptom monitoring form in evening

Once you have compiled a list of activities, "plug them" into the slots in schedule B. Remember, that you can always add activities, change time slots, or remove that which you have put in. You may find it helpful to use an easily erasable pencil or have some White-Out on hand.

Schedule A

	Sunday
12 to 2AM	
2AM to 4AM	
4AM to 6AM	
6AM to 8AM	
8AM to 10AM	
10AM to 12PM	
12PM to 2PM	
2PM to 4PM	
4PM to 6PM	
6PM to 8PM	
8PM to 10 PM	

10PM to 12AM	
	Monday
12 to 2AM	
2AM to 4AM	
4AM to 6AM	
6AM to 8AM	
8AM to 10AM	
10AM to 12PM	
12PM to 2PM	
2PM to 4PM	
4PM to 6PM	
6PM to 8PM	
8PM to 10 PM	

10PM to 12AM	
	Tuesday
12 to 2AM	
2AM to 4AM	
4AM to 6AM	
6AM to 8AM	
8AM to 10AM	
10AM to 12PM	
12PM to 2PM	
2PM to 4PM	
4PM to 6PM	
6PM to 8PM	
8PM to 10 PM	

10PM to 12AM	
	Wednesday
12 to 2AM	
2AM to 4AM	
4AM to 6AM	
6AM to 8AM	
8AM to 10AM	
10AM to 12PM	
12PM to 2PM	
2PM to 4PM	
4PM to 6PM	
6PM to 8PM	
8PM to 10 PM	

10PM to 12AM	
	Thursday
12 to 2AM	
2AM to 4AM	
4AM to 6AM	
6AM to 8AM	
8AM to 10AM	
10AM to 12PM	
12PM to 2PM	
2PM to 4PM	
4PM to 6PM	
6PM to 8PM	
8PM to 10 PM	

10PM to 12AM	
	Friday
12 to 2AM	
2AM to 4AM	
4AM to 6AM	
6AM to 8AM	
8AM to 10AM	
10AM to 12PM	
12PM to 2PM	
2PM to 4PM	
4PM to 6PM	
6PM to 8PM	
8PM to 10 PM	

10PM to 12AM	
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Friday	Thursday	Wednesday	Tuesday	Monday	Sunday	
						120 0
						130 0
						140 0
						150 0
						160 0
						170 0
						180 0
						190 0
						200 0
						210 0
						220 0
						230 0