

# Free Up Your Weekends



## **OVERVIEW:**

Are your weekends spent doing what you really want to do? Introduce your weekend tasks into your daily routine so you can spend your days off doing what you enjoy.

*Follow these steps to manage your schedule, and add time to your weekends!*

## **WHAT'S INCLUDED:**

- **Scheduling Sheets**

*Print and fill out these pages to help free up your weekends.*



# Listing Tasks

Start by writing a list of the chores you do on a daily, weekly, and monthly basis. If this seems overwhelming, try carrying a notepad or making a list on your phone as you go through a normal day or week.

## LIST YOUR DAILY CHORES:

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## LIST YOUR WEEKLY CHORES:

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## LIST YOUR MONTHLY CHORES:

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REMEMBER:  
*Taking charge of  
your days may  
not come easily  
at first, but with  
a little practice,  
it will become  
second nature.*



# Scheduling Time

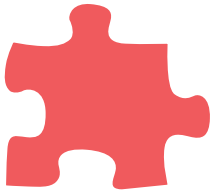
Once you have your list of chores, how much free time do you have on a daily basis? Write out your schedule for the week. This does not have to be your final schedule, but is more of an exercise to evaluate how much time is spent on daily tasks and the time that is available between them. How many extra minutes do you have before work? How long does it take to clean the bathroom?

LIST YOUR DAILY TASKS (IN ORDER):

TIME SLOT:

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TIP:  
*Print this page again if you have a different schedule on a different day of the week.*



# Planning Puzzle

Now that you know the amount of time available each day and have a list of the chores you do on a daily, weekly, and monthly basis, look at this like a puzzle. Where does every piece fit best into your schedule? The goal is to get most of your weekly chores scheduled into your daily tasks list. It may be a smooth transition, like folding laundry while dinner is in the oven. Keep in mind your best work environment, what time you do your best work, and your location when scheduling a chore.

LIST YOUR DAILY TASKS (IN ORDER) WITH CHORES:

TIME SLOT:

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REMEMBER:

*You may not have the perfect routine from the beginning, and that's normal. It takes time to figure out what works best for you, and changes will come your way that may cause you to start over.*