

ACTIVITY / TIME MANAGEMENT CHECKLIST

NAME: _____

TODAY'S INSPIRATIONAL WORD IS:

MOOD



MORNING ROUTINE:

- Set an alarm to wake up at the same time every day.
- Practice mindfulness or deep breathing exercises to centre yourself.
- Wash and brush teeth.
- Take prescribed medication, if applicable.



WRITE DOWN THE TOP THREE PRIORITIES FOR THE DAY.

- 1 _____
- 2 _____
- 3 _____



TASK ORGANISATION:

- Break down tasks into smaller, manageable steps.
- Use color-coded sticky notes or labels to categorise tasks.
- Prioritise tasks based on urgency and importance.
- Set realistic time frames for completing each task.



BREAK DOWN TASKS INTO SMALLER, MANAGEABLE STEPS:

- _____
- _____
- _____
- _____



TIME MANAGEMENT:

- Use a timer or phone app to allocate specific time slots for tasks.
- Set reminders for important events, deadlines, or appointments.
- Take short breaks between tasks to prevent mental fatigue.
- Avoid multitasking and focus on one task at a time.



SELF-CARE AND MENTAL HEALTH:

- Schedule regular breaks for self-care activities like exercise, relaxation, or hobbies.
- Reflect on positive moments each day.
- Practice self-compassion and celebrate accomplishments, no matter how small.
- Follow the advice given by your coach Annette.
- Remember to Hydrate. 😊

EVENING ROUTINE:

- Review the day's accomplishments and reflect on any challenges faced.
- Prepare for the next day by setting goals and priorities.
- Lay out clothes and pack necessary items to reduce morning stress.
- Establish a calming bedtime routine to promote better sleep.

NOTES

- _____
- _____
- _____
- _____
- _____

"Embrace the kaleidoscope of your mind, for within your neurodiversity lies a brilliance that defies ordinary perception. Your unique perspective, creativity, and strengths have the power to illuminate the world in ways unimaginable. Embrace your journey, for you are destined to paint the world with colours unseen and leave an indelible mark on the tapestry of humanity."