

STRESS MASTERCLASS: 8-WEEK STRESS RELIEF TRAINING

Lecture: Let's manage multitasking

Task: Set time for every role that you have in your life and create to-do list.

How I want to organize my day

DATE:

DAY:

TO-DO LIST:

NOTES:

6:00 AM

6:00 PM

6:30 AM

6:30 PM

7:00 AM

7:00 PM

7:30 AM

7:30 PM

8:00 AM

8:00 PM

8:30 AM

8:30 PM

9:00 AM

9:00 PM

9:30 AM

9:30 PM

10:00 AM

10:00 PM

10:30 AM

11:00 AM

11:30 AM

12:00 PM

12:30 PM

1:00 PM

1:30 PM

2:00 PM

2:30 PM

3:00 PM

3:30 PM

4:00 PM

4:30 PM

5:00 PM

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Lecture: Let's manage multitasking

Task: Set time for every role that you have in your life and create to-do list.

Example

DATE: _____

DAY: SUNDAY

TO-DO LIST:

- Do yoga
- Spend time with kids
- Work on project
- Clean the bathroom
- Repair chair
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-

NOTES: _____

6:00 AM	ME TIME: yoga, coffee, writing
6:30 AM	
7:00 AM	MOM/DAD role: playing with kids, eating breakfast
7:30 AM	
8:00 AM	
8:30 AM	
9:00 AM	
9:30 AM	WORK/JOB TIME: Replay on e-mails Work on new project Schedule an appointment
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
1:00 PM	
1:30 PM	
2:00 PM	
2:30 PM	
3:00 PM	
3:30 PM	
4:00 PM	
4:30 PM	
5:00 PM	

6:00 PM
6:30 PM
7:00 PM
7:30 PM
8:00 PM
8:30 PM
9:00 PM
9:30 PM
10:00 PM