# DESIGN YOUR DAYS

## A STABLIZING EXERCISE FOR CHAOTIC TIMES

**AT FIRST GLANCE, YOU MIGHT MIS-UNDERSTAND THIS TO BE A TIME MANAGEMENT EXERICSE. READ FURTHER TO RECOGNIZE WHAT THIS EXERCISE IS ASKING OF YOU.**

The goal of Designing your Days, is to intentionally structure your life around what is most important and necessary.

Chaos and dis-order can cause a human soul to wither fairly quickly. Your past routine needs to be updated in order to accommodate our new norms of social distancing and working online/remotely. Take 15 minutes to identify what is required (necessary tasks), important (the values you want to live out), and 'rhythmic' (routines such as exercise, prayer, or conversation) for your daily and monthly routines. We can't know exactly what will be coming in the next few months, however, we can be intentional with our daily life choices. Designing your Days will help you be intentional with how you move forward.

NOTE: No need to fill in 5 items in each column. Identify only what you need to identify.

| NECESSARY TASKS: | VALUES YOU WANT TO MAKE TIME FOR: | DAILY RHYTHMS YOU WANT TO PRIORITIZE: |
|---|---|---|
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |

# SPRING 2020

## DESGIN YOUR DAYS TEMPLATE

**BLOCK OFF TIME FOR:**

- REQUIRED OR NECESSARY TASKS
- VALUES YOU WANT TO MAKE TIME FOR
- RHYTHMS YOU WANT TO PRIORITIZE

| TIME | SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|---|
| 8:00 AM | | | | | | | |
| 9:00 AM | | | | | | | |
| 10:00 AM | | | | | | | |
| 11:00 AM | | | | | | | |
| NOON | | | | | | | |
| 1:00 PM | | | | | | | |
| 2:00 PM | | | | | | | |
| 3:00 PM | | | | | | | |
| 4:00 PM | | | | | | | |
| 5:00 PM | | | | | | | |
| 6:00 PM | | | | | | | |

# 03

# MARCH

## SPRING SEMESTER

### MAP OUT YOUR MONTH

**First**, mark important dates such as people's birthdays/special events & think through how you will celebrate or participate in these important events.

**Second**, list below 3 'to do's' that are important to accomplish this month that are not part of your normal routine (i.e. video chatting w/ grandma, starting your indoor garden, etc.) Mark on the calendar when you're going to do these things.

**Finally**, list below 3 values you want to guide you this month. Identify on the calendar when/how you are want to live into or embody these values.

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

SPRING BREAK 2020

SPRING BREAK PART TWO

# 04

# APRIL

## SPRING SEMESTER

### MAP OUT YOUR MONTH

**First**, mark important dates & think through how you will participate in these important events.

**Second**, list below 3 'to do's' that are important to accomplish this month that are not part of your normal routine. Mark on the calendar when you're going to do these things.

**Finally**, list below 3 values you want to guide you this month. Identify on the calendar when/how you are want to live into or embody these values.

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 GOOD FRIDAY | 11 |
| 12 EASTER | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

# 05

# MAY

**MAP OUT YOUR MONTH**

**First**, mark important dates & think through how you will participate in these important events.

**Second**, list below 3 'to do's' that are important to accomplish this month that are not part of your normal routine. Mark on the calendar when you're going to do these things.

**Finally**, list below 3 values you want to guide you this month. Identify on the calendar when/how you are want to live into or embody these values.

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 MOTHER'S DAY! | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 FINALS | 19 | 20 WEEK | 21 | 22 2020 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |