



# Walker Therapy Services

## HOW TO MANAGE YOUR TIME AND ORGANIZE YOUR DAY

- **Make sure to create a planner with a step by step to do list for each week**
- **The planner should begin with your morning and evening routines**
- **DO NOT skip meals to try and get things done**
- **Plan out free time or fun activities**
- **Once routines are written down fill in the planner with the to do list for the week**
- **Make sure to estimate how long each task will take**
- **DO NOT compromise your mental and physical health**
- **Having tasks written out in a planner can alleviate burn out, or becoming overwhelmed**
- **Take time each week to set and write out your goals for the upcoming week**