**Morning and Evening Routine Worksheet**

Arriving to work on-time and fully prepared for the workday does require some planning! With a little planning, however, you can create a seamless routine that ensures you have everything you need to be set up for success at work.

Activity:

*Mapping Your Activities*

Consider the specific tasks that you will need to complete before you get to work. For example, before arriving at work, you may need to:

* Wake up
* Show/bathe/groom
* Put on clothes and shoes that are appropriate for work
* Pack a lunch/snacks
* Leave your house
* Catch the bus
* Do child care drop-off
* Other

Review the list above and take a few minutes to jot down the specific things that YOU will need to do before you get to work in the first column:

|  |  |
| --- | --- |
| **Things I need to do before I get to work:** | **Timing** |
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*Consider the Timing*

Now, think about timing considerations for these tasks: are there specific times at which these events/activities need to take place (e.g., the time that work starts, child care pickup happens, the bus leaves, how long it takes to walk to the bus stop, etc.)? If so, make a note about the timing next to the item in your list above.

For the tasks that *don’t* require you to do them at a certain time, when would you like to do them? For instance, some people prefer to bathe in the evening before they go to bed while others like to do it in the morning. Similarly, some people prefer to lay out their work clothes in the evening so they only need to put those clothes on in the morning. Go back to your list above and note down these preferences in the “Timing” column—no need to be TOO specific just yet.

*Putting it All Together*

Finally, take a few minutes and assign each task (from the list above) a specific time that you plan to complete it and place it onto the calendar, below. Pay close attention that you note any concrete departure/arrival times that you must keep. For example, if work starts at 8am and the bus takes 1 hour to get to work, you should plan to get on the bus *no later than* 7am.

Once you fill out the calendar, take a few minutes to review it closely—is everything that you have listed possible to accomplish within that set time? If not, what can you adjust? Consider having a friend, family member, or your FaDSS Specialist review your draft schedule to confirm that everything looks good!

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|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| AM |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  |