

How to use this tool

Print off a sheet for each working day and write the main tasks you would like to achieve, just for that day, in each area of life.

As the day progresses, write in any extra things that crop up that you do. Over a few days this can start to create a pattern. Do you add lots to one box in particular? Do you never get around to anything in another box? What are the barriers to you doing what you set out to do?

To-do listing in this way can help you to tend to all areas of your life and find out more about what you tend to put off and where you tend to focus your time. This can be particularly useful if you procrastinate, have trouble with motivation or tend to hyper-fixate on one area. It can also help practitioners with ADHD to manage their time in a way that works better for them.

Keep your lists for a while if you are interested to see how your patterns change over time.

Good luck in creating balance in your day working as a self-employed counsellor.



MONDAY

LIFE ADMIN

EXERCISE

MARKETING

HOME

WORK ADMIN

CLIENTS

WELLNESS

TRAINING & CPD



info@nicolahare.com

TUESDAY

LIFE ADMIN

EXERCISE

MARKETING

HOME

WORK ADMIN

CLIENTS

WELLNESS

TRAINING & CPD



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WEDNESDAY

LIFE ADMIN

EXERCISE

MARKETING

HOME

WORK ADMIN

CLIENTS

WELLNESS

TRAINING & CPD



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THURSDAY

LIFE ADMIN

EXERCISE

MARKETING

HOME

WORK ADMIN

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FRIDAY

LIFE ADMIN

EXERCISE

MARKETING

HOME

WORK ADMIN

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