

The Wellness Routine Toolkit

Index

Establish a Baseline.....	2
My Time.....	3
Time Log.....	4
Set Realistic Goals.....	5
Set Aside Time to Complete Goals.....	5
My Weekly Schedule Sample Page.....	6
My Weekly Schedule.....	7
Stay Motivated.....	8
Track Progress and Re-Evaluate.....	9

How to Use the Wellness Routine Toolkit

The Wellness Routine Toolkit is designed to help you find balance across all areas of your life. By evaluating where you are currently spending your time, setting goals, and tracking your progress, you can improve your daily and weekly routines to manage all of your priorities.

Establish a Baseline

Identify Your Feelings

What feelings am I experiencing on a day-to-day basis?

What helps me overcome negative emotions?
(Examples include going for a walk, calling a friend, taking deep breaths, etc.)



Energy Level

How much energy do I have as the day goes on? *(Circle one for each portion of day)*

Morning: High Medium Low
 Afternoon: High Medium Low
 Evening: High Medium Low

When am I most productive? *(Circle one for each portion of day)*

Morning: High Medium Low
 Afternoon: High Medium Low
 Evening: High Medium Low

Reflect on Your Values

What do I value most?

(Examples include time spent with family and friends, physical health, mental health, performing well at work, hobbies, etc.)

On a weekly basis, do I feel that I'm currently spending enough time on my relationships, hobbies, and other things I value? *(Circle one)*

Yes No

My Time

Each of the categories below represents values that are important to a well-balanced life. Take a moment to think about how you are spending time right now on a weekly basis. Answer the questions honestly as possible – try not to judge your answers.

Value Categories	Reflection Questions
Family	<p>How much time do I spend with my family?</p> <hr/> <p>What kinds of outings, trips, and activities do we all enjoy doing together?</p> <hr/>
Social	<p>How much time do I spend with my significant other or dating?</p> <hr/> <p>Am I dedicated to spending time with friends or forming new friendships?</p> <hr/>
Individual	<p>Do I have dedicated alone time?</p> <hr/> <p>What activities do I enjoy doing by myself?</p> <hr/>
Work	<p>Am I spending an appropriate amount of time at work or thinking about work?</p> <hr/> <p>Do I find myself distracted by thoughts of my work when doing other things?</p> <hr/>
Play	<p>Am I allocating time for hobbies and activities that bring me joy?</p> <hr/> <p>What hobbies and recreational activities do I enjoy most?</p> <hr/>
Mental Health and Wellbeing	<p>Do I take periodic breaks from work?</p> <hr/> <p>How much of my time is spent in front of a computer, phone, or TV screen?</p> <hr/> <p>Do I have a set time for meditation or prayer?</p> <hr/>
Physical Health	<p>Do I have a set time for exercise?</p> <hr/> <p>Are there physical activities that I enjoy, but don't have enough time to do?</p> <hr/> <p>How many hours of sleep am I getting per night?</p> <hr/>

Time Log

Now that you have your values identified, pay attention to how you are spending your time over the next week. Record the activities you completed based on the below value categories. For example, if you went for a walk each day, you could record that in the Physical Health Section. If you spent time working on a puzzle, you could include that in the Play and/or Individual Category.

Value Categories	Activities
Family	
Social	
Individual	
Work	
Play	
Mental Health and Wellbeing	
Physical Health	
Other (screentime, etc.)	

Time Log Reflections

Do my values align with the way I currently spend my time?

Where did I spend too much time?

Where did I not spend enough time?

What do I wish I could change?

Set Realistic Goals

My Goals

Now that you have a better understanding of how you are spending your time, you're in a better position to set realistic and healthy goals based on what you value. For example, if you want to prioritize your physical health a daily goal of yours could be to set aside 30 minutes for exercise. If you want to prioritize family time, a weekly goal you set could be to have a family game night. If you prioritize your mental health and wellbeing, you could set a goal around practicing the strategies you identified on page 2 to overcome negative emotions as they arise.

Weekly Goals:

1. _____
2. _____
3. _____

Daily Goals:

1. _____
2. _____
3. _____

Set Aside Time to Complete Goals

My Plan

Setting goals is a great step toward making a change – but finding the time to fit everything in is where things can get tricky. Use the guide below to help keep track of all your obligations. It's a good practice to set time aside each week to fill out this guide, starting with scheduled appointments and commitments. That way, you have a better sense of when you have time to spend working toward your daily and weekly goals.

Creating a mantra can help you stay focused and centered around your goals. This can be any short saying or phrase to help center you and focus on meeting your goals. See the next page for an example of a customizable schedule that includes a section to write out your mantra. Page 7 includes a printable schedule you can fill out to meet your own obligations and goals.



My Week

Weekly Obligations

S

- Call Grandma
- Brunch w/Kathryn @ 10:30 am
-
-

M

- Virtual Visit appointment @ 10 am
-
- Volunteer work
-

T

- Pick up dry cleaning
-
-
-

W

- Laundry + deep clean
-
-
-

T

- Grocery shop
- Macy's birthday
-
-

F

- Facetime Miranda @ 8 pm
-
-
-

S

- Hike with Lyndsay @ 11 am
-
-
-

Sample Page

This sample weekly schedule incorporates daily goals into a daily routine and builds in weekly goals around existing obligations.

Daily Routine (check off each day you complete the task)

6:30 am: Wake up	<input checked="" type="checkbox"/>	M	T	W	T	F	S	
6:45 am: Stretch	<input checked="" type="checkbox"/>	M	T	W	T	F	S	
7 am: Prayer and journal	<input checked="" type="checkbox"/>	M	T	W	T	F	S	
7:30 am: Get ready for the day	<input checked="" type="checkbox"/>	M	T	W	T	F	S	
8 - 5: Work time	<input checked="" type="checkbox"/>	M	T	W	T	F	S	
6 pm: Exercise for 30 minutes	<input checked="" type="checkbox"/>	M	T	W	T	F	S	
Take vitamins	<input checked="" type="checkbox"/>	M	T	W	T	F	S	
Read for at least 20 minutes	<input type="checkbox"/>	S	M	T	W	T	F	S
No more screen time past 8 pm	<input type="checkbox"/>	S	M	T	W	T	F	S
Lights out at 10:30 pm	<input checked="" type="checkbox"/>	M	T	W	T	F	S	

My Mantra

I can and I will _____

My Goals (from page 5)

Weekly

1. Call Grandma _____
2. Spend quality time with a friend _____
3. Go for a hike outside _____

Daily

1. 30 minutes of prayer and journaling time _____
2. 30 minutes of exercise _____
3. Replace screen time with reading _____

Things I Will Do To Make This Week Great

Personal

- Plan my next vacation _____
- Meal prep _____
- Write note to a friend _____

Work

- Tell team I appreciate them _____
- Thank my boss _____
- Plan out meeting agendas _____

My Week

Weekly Obligations

S

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M

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T

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S

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Daily Routine *(check off each day you complete the task)*

.....	S	M	T	W	T	F	S
.....	S	M	T	W	T	F	S
.....	S	M	T	W	T	F	S
.....	S	M	T	W	T	F	S
.....	S	M	T	W	T	F	S
.....	S	M	T	W	T	F	S
.....	S	M	T	W	T	F	S
.....	S	M	T	W	T	F	S
.....	S	M	T	W	T	F	S
.....	S	M	T	W	T	F	S
.....	S	M	T	W	T	F	S
.....	S	M	T	W	T	F	S

My Mantra

.....

.....

My Goals *(from page 5)*

Weekly

1.

2.

3.

Daily

1.

2.

3.

Things I Will Do To Make This Week Great

Personal	Work
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Stay Motivated

My Motivation

Sharing your plan and goals with close family members and friends is one way to help you stay on track. Asking a friend to check-in with you by asking questions like “how are you enjoying your morning walks” or “what have you been getting from your evening meditations” can be helpful. Setting reminders on your phone or calendar that align with your daily routine can also help.

Now that I have goals prepared, how will I stay on track?

Reasons why I want to make a change:

People who can help me stay on track:

Track Progress and Re-Evaluate

My Progress

We recommend sticking to the daily and weekly goals you set for about 3 months, then revisiting this toolkit to reevaluate where you are and even adjust some of your goals and routines so you stay motivated and engaged. Remember to track your progress over several months. Measure your success by how you feel. If you have more energy and personal contentment then that's a great indicator of success!

How will I measure my success?

Am I meeting my daily and weekly goals?

What's getting in my way?

What can I try differently next week?

Try adjusting a goal or eliminating a barrier to your current goal if you're finding it difficult to meet your current objectives. For example, if your goals was to walk 3 days per week at lunchtime, but meetings keep getting scheduled over your lunch hour, you could try blocking your schedule or taking the call while on your walk.
