

WEEK # _____ DATE RANGE: FROM _____ TO _____

This planner is for a week when you want to plan a break. A break can be a few days of reduced use, alternating days on and off, one or more days of no use at all, or any mix you decide on. Start at the top by writing down what your break is and why you are taking it. Then mark each day as typical, reduced or none, and write out that day's plan in as much detail as you can. The right side is for after. Use it to record what actually happened that day. At the end of each day, check the box to show whether the plan held. The two sides will not always match, and the sheet is worth more when it shows that honestly than when it looks tidy. The block at the bottom is for what you intend to do when the break ends. Fill it in before the break starts, not after.

THE BREAK

MONDAY -	TYPICAL ☐ REDUCED ☐ NONE ☐	ACTUAL	FOLLOWED THE PLAN YES ☐ NO ☐
TUESDAY -	TYPICAL ☐ REDUCED ☐ NONE ☐	ACTUAL	FOLLOWED THE PLAN YES ☐ NO ☐
WEDNESDAY -	TYPICAL ☐ REDUCED ☐ NONE ☐	ACTUAL	FOLLOWED THE PLAN YES ☐ NO ☐
THURSDAY -	TYPICAL ☐ REDUCED ☐ NONE ☐	ACTUAL	FOLLOWED THE PLAN YES ☐ NO ☐
FRIDAY -	TYPICAL ☐ REDUCED ☐ NONE ☐	ACTUAL	FOLLOWED THE PLAN YES ☐ NO ☐
SATURDAY -	TYPICAL ☐ REDUCED ☐ NONE ☐	ACTUAL	FOLLOWED THE PLAN YES ☐ NO ☐
SUNDAY -	TYPICAL ☐ REDUCED ☐ NONE ☐	ACTUAL	FOLLOWED THE PLAN YES ☐ NO ☐

AFTER THE BREAK

RETURN TO TYPICAL ☐ RETURN REDUCED ☐ CONTINUE BREAK NEXT WEEK ☐

DETAILS

This sheet is not meant to be used forever. It's offered simply to make a pattern visible while you are still learning to see it. Once you can see it without the sheet, you'll no longer need it.



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