

# Find a routine that fits.

Free Routine Starter / Five pages to plan your next week

1

## Name the constraint

Is the difficult part a commute, changing shifts, care responsibilities or unclear work boundaries? Choose the real obstacle before adding habits.

2

## Choose three anchors

Write what happens after waking, during an available meal or break window, and before your main sleep period. The sequence can work without exact clock times.

3

## Prepare an easier option

Choose a simpler meal, a movable personal task or a named backup. Keep essential care and safety requirements in place.

4

## Review one change

At the end of the week, ask what fit and what repeatedly did not. Adjust an estimate, a task or the help you need.

# Three starting patterns

Illustrative models. Choose and adapt the constraints that match your life.

## Fixed daytime work

Before leaving: pack essentials and a familiar lunch. During a permitted break: use the meal opportunity. After work: choose the preplanned dinner and one optional task. If travel runs late, move the optional task.

## Changing shifts

Before duty: check the confirmed roster, travel and food access. After a change: update the next meal and sleep opportunity. Use a short planning horizon and a named backup for essential responsibilities.

## Care and flexible work

Start with care and fixed commitments. Use a supported window for one personal priority. Agree who handles each essential task. If interruptions grow, simplify optional household work and ask for practical support.

These are organization examples for adults. They do not replace medical advice, occupational safety rules or a care plan. Do not remove needed sleep to force a schedule to fit.

# Your next-week starter

Write short notes. Save a fresh copy for each week.

Week / main constraint

Fixed work, study, travel and care commitments

Meals: three familiar ideas / ingredients to use

Movement or personal priority / realistic window

Sleep opportunity / what needs protection

Busy-day alternative / review appointment

# Turn a plan into a sequence

Use events you can recognize, even when clock times change.

After waking, I will ...

During an available window, I will ...

Before my main sleep period, I will ...

If my day changes, I will simplify ...

The person or resource I can ask for help is ...

# One example. Your next step.

Fictional example: hybrid worker with a long commute on two days.

## The constraint

Office days end later because of travel. Home days are more flexible but work often spills into the evening.

## The plan

Office days: pack a familiar lunch and use the simplest dinner. Home days: choose a lunch break and a clear end-of-work cue. Place one chosen activity in a realistic window. Keep sleep opportunity and household commitments visible.

## The alternative

If travel runs late, move the optional errand. If a call overruns, leave a note about the next task and close work. Review whether the original finish-time estimate was realistic.

## Use your own circumstances

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