# Take back control

***Education in Chemistry***November 2018  
https://rsc.li/2T9H3Mf

Ever felt like there simply aren’t enough hours in the day? Then make the time available effective with a default plan approach

## My default plan and reflections

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|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
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| 22 |  |  |  |  |  |  |  |

CAPS: Commitment, Lower case: Your choice.

**Bold: Fixed Time,** Not-bold: Flexible time (choice when to do it).

What I’d like to do more of:

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What I’d like to do less of:

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Which of these are commitments or choices? Which of these are fixed or flexible?

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What actions can I take to ensure my default plan is reasonable?

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Next review date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## Exemplar default plan and reflections

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|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 6 | Morning Routine | Morning Routine | Morning Routine | Morning Routine | Morning Routine | SLEEP | SLEEP |
| 7 | TRAVEL | TRAVEL | TRAVEL | TRAVEL | TRAVEL | SLEEP | SLEEP |
| 8 | PLAN | PLAN | PLAN | PLAN | PLAN | EAT | EAT |
| 9 | **TEACH** | **TEACH** | **TEACH** | PLAN | **TEACH** | Housework | Rest |
| 10 | **TEACH** | **TEACH** | **TEACH** | **TEACH** | **TEACH** | SHOPPING | Rest |
| 11 | **TEACH** | **TEACH** | **TEACH** | **TEACH** | **TEACH** | Housework | Rest |
| 12 | PLAN | **TEACH** | **TEACH** | **TEACH** | **TEACH** | Rest | Rest |
| 13 | LUNCH | **LUNCH** | **LUNCH** | **LUNCH** | **LUNCH** | LUNCH | LUNCH |
| 14 | **TEACH** | **TEACH** | **TEACH** | **TEACH** | **TEACH** | Rest | Rest |
| 15 | **TEACH** | **TEACH** | **TEACH** | MARK | **TEACH** | Rest | Rest |
| 16 | MARK | Chemistry Club | **MEETING** | MARK | PLAN | Rest | PLAN |
| 17 | MARK | MARK | **MEEETING** | MARK | TRAVEL | Rest | PLAN |
| 18 | TRAVEL | TRAVEL | TRAVEL | TRAVEL | Rest | Social | PLAN |
| 19 | EAT | EAT | EAT | EAT | Social | Social | EAT |
| 20 | **Choir** | Rest (TV) | Rest (TV) | Rest (TV) | Social | Social | Rest (TV) |
| 21 | **Choir** | Rest (TV) | Rest (TV) | Rest (TV) | Social | Social | SLEEP |
| 22 | SLEEP | SLEEP | SLEEP | SLEEP | SLEEP | Social | SLEEP |

CAPS: Commitment, Lower case: Your choice.

**Bold: Fixed Time,** Not-bold: Flexible time (choice when to do it),

What I’d like to do more of:

*Socialise on Friday nights*

*Run Chemistry Club*

What I’d like to do less of:

*Marking at home*

*Food shopping*

Which of these are commitments or choices? Which of these are fixed or flexible?

*I’m choosing to do Chemistry Club and see friends on Friday nights.*

*I am committed to marking, but can choose when to do it.*

What actions can I take to ensure my default plan is reasonable?

*Plan marking at fixed times at work, take no marking home. Set time limits.*

*Start chemistry club for four weeks this term.*

*Leave work promptly on Friday night, so I can rest before going out.*

*Get food shopping delivered weekly.*

Next review date: \_\_\_4 weeks’ time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.