

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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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:

What I'd like to do less of:

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

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

Next review date: _____.

Exemplar default plan and reflections

	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	MEETING	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 _____.