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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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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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__________________.