

ROUTINE MANAGEMENT TIPS

Use this checklist to help you create a routine.

ON THE IMPORTANCE OF ROUTINE

The importance of routine has been associated with many mental health conditions including bipolar disorder, depression and addiction among others. The reason behind it is that when we organize our daily and know what to expect, it is easier to actively work towards counteracting the thoughts and symptoms of any of the aforementioned mental health conditions. Additionally, it is also easier to identify when symptoms occur such as the bipolar disorder symptom of increased risky behavior or the depressive symptom of energy deficiency.

EXPLORING THE BENEFITS

- *Can serve as an Anchor*: the unexpected becomes doable when we have a little structure in place.
- *Reduced Stress*: taking the guess work out of bits of our day can allow us to feel more in control
- *Daily Habits*: having a routine allows us to create new healthy daily habits such as starting a meditation practice or incorporating an exercise regimen into our week.
- *Build in Important Things*: a routine allows us to build in time for self-care and anything else that is important

TIPS FOR CREATING YOUR OWN ROUTINE

- Set 3 Important Tasks for the day. This makes your day goal-oriented and creates a sense of accomplishment that is necessary especially if in a current depressive state.
- Keep your routine as flexible as possible.
- Track your habits to be better informed on the gap between your desired routine and your current routine
- Structure your day into 3s: Morning, Midday, and Evening. Get specific if necessary but remember to stay flexible and simple!

CREATE YOUR OWN ROUTINE

Step 1: Based on your sleep needs, determine the time that you will begin your day and time you must finish your day.

Step 2: Determine the tasks that you must complete everyday beyond the instinctual such as brushing your teeth.

Step 3: Determine which activities are important to you. This might be setting time apart to read to your child or watching a *healthy* amount of Netflix.

Step 4: Determine the tasks that you would like to incorporate as new daily habits. This can include exercising or reading a chapter of a book a day.

Turn page to fill your daily schedule.

MORNING	MIDDAY	EVENING	DAILY HABIT

IMPORTANT TASK FOR THE DAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY