



## How to use your weekly planner

- Try and balance your daily activities.
- Think how much energy (brain energy) each task takes.
- Balance high energy tasks with low energy tasks e.g. paperwork and social activities when you are fresh and automatic tasks such as folding washing/walking/weeding when you are low on brain energy (usually in the afternoon).
- Always give yourself extra time to do all your activities as things do take longer after a brain injury.
- Leave some spaces for flexibility. People may pop in and then you need to juggle your day and fit in your scheduled activities at another time.
- Put in your rests and your breaks and try and always schedule around these. They are the most important things in your day.
- Try and go to bed at the same time each day if possible and get up at the same time.
- Routine and structure is the best way to manage a brain injury .It allows you to make the most of your brain energy, top up during the day ,get all your activities done well and also enables you to remember things and avoid the frustration of forgetting.
- Look at your whole week and always ensure the days are well balanced.
- If you overload on one day you will be wiped out for the next day, and sometimes two or three days following.
- Review your planner at regular times i.e. at the times you take a break/rest or to something significant like making a cup of tea.
- Mark down on your planner things like headaches, poor sleep etc..



## Weekly Planner

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7am-8am							
8am-9am							
9am-10am							
10am-11am							
11am-12pm							
12pm-1pm							
1pm-2pm							
2pm-3pm							
3pm-4pm							
4pm-5pm							
5pm-6pm							
6pm-7pm							
7pm-8pm							



**Insight Rehabilitation**  
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